

State of Alaska FY2002 Governor's Operating Budget

Department of Administration

Contents

DEPARTMENT MISSION.....	7
DEPARTMENT GOALS AND STRATEGIES	7
KEY DEPARTMENT ISSUES FOR FY2001 – 2002.....	7
MAJOR DEPARTMENT ACCOMPLISHMENTS IN 2000	8
KEY PERFORMANCE MEASURES FOR FY2002	9
DEPARTMENT BUDGET SUMMARY BY BRU	12
FUNDING SOURCE SUMMARY	14
POSITION SUMMARY	14
FY2002 CAPITAL BUDGET REQUEST.....	15
OVERVIEW OF DEPARTMENTAL BUDGET CHANGES.....	16
SUMMARY OF DEPARTMENT BUDGET CHANGES BY BRU.....	17
CENTRALIZED ADMINISTRATIVE SERVICES BUDGET REQUEST UNIT	18
BRU FINANCIAL SUMMARY BY COMPONENT.....	20
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	21
<i>Component: Office of the Commissioner</i>	22
Key Performance Measures for FY2002.....	23
Component Financial Summary	24
Summary of Component Budget Changes	25
Personal Services Information.....	26
<i>Component: Tax Appeals</i>	27
Key Performance Measures for FY2002.....	28
Component Financial Summary	29
Summary of Component Budget Changes	30
Personal Services Information.....	31
<i>Component: Administrative Services</i>	32
Key Performance Measures for FY2002.....	33
Component Financial Summary	34
Summary of Component Budget Changes	35
Personal Services Information.....	36
<i>Component: DOA Information Technology Support</i>	37
Key Performance Measures for FY2002.....	38
Component Financial Summary	39
Summary of Component Budget Changes	40
Personal Services Information.....	41
<i>Component: Finance</i>	42
Key Performance Measures for FY2002.....	44
Component Financial Summary	46
Summary of Component Budget Changes	47
Personal Services Information.....	48
<i>Component: Personnel</i>	49
Key Performance Measures for FY2002.....	50
Component Financial Summary	51
Summary of Component Budget Changes	52
Personal Services Information.....	53
<i>Component: Labor Relations</i>	54
Key Performance Measures for FY2002.....	55
Component Financial Summary	56
Summary of Component Budget Changes	57
Personal Services Information.....	58
<i>Component: Purchasing</i>	59
Key Performance Measures for FY2002.....	60
Component Financial Summary	61
Summary of Component Budget Changes	62
Personal Services Information.....	63
<i>Component: Property Management</i>	64

Component Financial Summary	66
Summary of Component Budget Changes	67
Personal Services Information.....	68
<i>Component: Central Mail</i>	69
Component Financial Summary	70
Summary of Component Budget Changes	71
Personal Services Information.....	72
<i>Component: Retirement and Benefits</i>	73
Key Performance Measures for FY2002.....	74
Component Financial Summary	75
Summary of Component Budget Changes	77
Personal Services Information.....	78
<i>Component: Group Health Insurance</i>	80
Component Financial Summary	81
Summary of Component Budget Changes	82
<i>Component: Labor Agreements Miscellaneous Items</i>	83
Component Financial Summary	84
Summary of Component Budget Changes	85
<i>Component: Unallocated Reduction</i>	86
Component Financial Summary	87
Summary of Component Budget Changes	88
Personal Services Information.....	89
LEASES BUDGET REQUEST UNIT.....	90
BRU FINANCIAL SUMMARY BY COMPONENT.....	92
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	93
<i>Component: Leases</i>	94
Key Performance Measures for FY2002.....	94
Component Financial Summary	95
Summary of Component Budget Changes	96
<i>Component: Lease Administration</i>	97
Component Financial Summary	99
Summary of Component Budget Changes	100
Personal Services Information.....	101
FACILITIES BUDGET REQUEST UNIT.....	102
BRU FINANCIAL SUMMARY BY COMPONENT.....	104
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	106
<i>Component: Facilities</i>	107
Component Financial Summary	108
Summary of Component Budget Changes	109
Personal Services Information.....	111
<i>Component: Non-Public Building Fund Facilities</i>	112
Component Financial Summary	113
Summary of Component Budget Changes	114
<i>Component: Facilities Administration</i>	115
Component Financial Summary	117
Summary of Component Budget Changes	118
Personal Services Information.....	119
BRU/COMPONENT: ADMINISTRATION STATE FACILITIES RENT	120
Component Financial Summary	121
Summary of Component Budget Changes	122
SPECIAL SYSTEMS BUDGET REQUEST UNIT.....	123
BRU FINANCIAL SUMMARY BY COMPONENT.....	124
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	125
<i>Component: Unlicensed Vessel Participant Annuity Retirement Plan</i>	126
Component Financial Summary	127
Summary of Component Budget Changes	128
<i>Component: Elected Public Officers Retirement System Benefits</i>	129

Component Financial Summary	130
Summary of Component Budget Changes	131
BRU/COMPONENT: INFORMATION TECHNOLOGY GROUP	132
Key Performance Measures for FY2002.....	134
Component Financial Summary	135
Summary of Component Budget Changes	136
Personal Services Information.....	137
BRU/COMPONENT: INFORMATION SERVICES FUND.....	139
Component Financial Summary	140
Summary of Component Budget Changes	141
PUBLIC COMMUNICATIONS SERVICES BUDGET REQUEST UNIT.....	142
BRU FINANCIAL SUMMARY BY COMPONENT.....	144
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	145
<i>Component: Public Broadcasting Commission</i>	<i>146</i>
Key Performance Measures for FY2002.....	147
Component Financial Summary	148
Summary of Component Budget Changes	149
<i>Component: Public Broadcasting - Radio.....</i>	<i>150</i>
Component Financial Summary	152
Summary of Component Budget Changes	153
<i>Component: Public Broadcasting - T.V.</i>	<i>154</i>
Component Financial Summary	156
Summary of Component Budget Changes	157
<i>Component: Satellite Infrastructure.....</i>	<i>158</i>
Component Financial Summary	160
Summary of Component Budget Changes	161
BRU/COMPONENT: AIRRES GRANT.....	162
Component Financial Summary	163
Summary of Component Budget Changes	164
BRU/COMPONENT: RISK MANAGEMENT	165
Key Performance Measures for FY2002.....	166
Component Financial Summary	167
Summary of Component Budget Changes	168
Personal Services Information.....	169
BRU/COMPONENT: LONGEVITY BONUS GRANTS.....	170
Component Financial Summary	171
Summary of Component Budget Changes	172
ALASKA LONGEVITY PROGRAMS BUDGET REQUEST UNIT	173
BRU FINANCIAL SUMMARY BY COMPONENT.....	175
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	176
<i>Component: Pioneers Homes</i>	<i>177</i>
Key Performance Measures for FY2002.....	178
Component Financial Summary	179
Summary of Component Budget Changes	180
Personal Services Information.....	181
<i>Component: Alaska Longevity Programs Management.....</i>	<i>183</i>
Key Performance Measures for FY2002.....	184
Component Financial Summary	185
Summary of Component Budget Changes	186
Personal Services Information.....	187
SENIOR SERVICES BUDGET REQUEST UNIT	188
BRU FINANCIAL SUMMARY BY COMPONENT.....	190
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	191

<i>Component: Protection, Community Services, and Administration</i>	192
Key Performance Measures for FY2002.....	194
Component Financial Summary	195
Summary of Component Budget Changes	196
Personal Services Information.....	197
<i>Component: Nutrition, Transportation and Support Services</i>	198
Component Financial Summary	200
Summary of Component Budget Changes	201
<i>Component: Senior Employment Services</i>	202
Component Financial Summary	203
Summary of Component Budget Changes	204
<i>Component: Home and Community Based Care</i>	205
Key Performance Measures for FY2002.....	206
Component Financial Summary	207
Summary of Component Budget Changes	208
<i>Component: Senior Residential Services</i>	209
Component Financial Summary	210
Summary of Component Budget Changes	211
<i>Component: Home Health Services</i>	212
Component Financial Summary	213
Summary of Component Budget Changes	214
Personal Services Information.....	215
BRU/COMPONENT: ALASKA OIL AND GAS CONSERVATION COMMISSION.....	216
Component Financial Summary	218
Summary of Component Budget Changes	219
Personal Services Information.....	220
LEGAL AND ADVOCACY SERVICES BUDGET REQUEST UNIT	221
BRU FINANCIAL SUMMARY BY COMPONENT.....	222
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	223
<i>Component: Office of Public Advocacy</i>	224
Key Performance Measures for FY2002.....	225
Component Financial Summary	226
Summary of Component Budget Changes	227
Personal Services Information.....	228
<i>Component: Public Defender Agency</i>	229
Key Performance Measures for FY2002.....	230
Component Financial Summary	231
Summary of Component Budget Changes	232
Personal Services Information.....	233
ALASKA PUBLIC OFFICES COMMISSION BUDGET REQUEST UNIT.....	234
BRU FINANCIAL SUMMARY BY COMPONENT.....	235
SUMMARY OF BRU BUDGET CHANGES BY COMPONENT.....	236
<i>Component: Alaska Public Offices Commission Language</i>	237
Component Financial Summary	238
Summary of Component Budget Changes	239
<i>Component: Alaska Public Offices Commission</i>	240
Key Performance Measures for FY2002.....	241
Component Financial Summary	243
Summary of Component Budget Changes	244
Personal Services Information.....	245
BRU/COMPONENT: MOTOR VEHICLES	246
Key Performance Measures for FY2002.....	248
Component Financial Summary	249
Summary of Component Budget Changes	250
Personal Services Information.....	251
BRU/COMPONENT: PIONEERS' HOMES FACILITIES MAINTENANCE	252

Component Financial Summary	253
Summary of Component Budget Changes	254
BRU/COMPONENT: GENERAL SERVICES FACILITIES MAINTENANCE	255
Component Financial Summary	256
Summary of Component Budget Changes	257
BRU/COMPONENT: AOGCC FACILITIES MAINTENANCE.....	258
Component Financial Summary	259
Summary of Component Budget Changes	260
BRU/COMPONENT: ITG FACILITIES MAINTENANCE.....	261
Component Financial Summary	262
Summary of Component Budget Changes	263

Commissioner: Jim Duncan

Tel: (907) 465-2200 **Fax:** (907) 465-2135 **E-mail:** Jim_Duncan@admin.state.ak.us

Administrative Services Director: Dan Spencer

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Department Mission

The mission of the Department of Administration is to:

- provide centralized management and technology services to state agencies;
- provide legal and advocacy services for indigent Alaskans;
- provide programs that promote the independence of Alaska's seniors;
- provide vehicle licensing and registration.

Department Goals and Strategies

CONTINUE TO IMPROVE THE LEVEL AND QUALITY OF SERVICES PROVIDED DIRECTLY TO THE PUBLIC.

- The Pioneers' Homes will work to develop and optimize gerontological services for residents with Alzheimer's Disease and Related Disorders and provide long term care to veterans.
- Expand care plan counseling for seniors and adults with physical disabilities seeking long-term care.
- Continue expanding motor vehicles registration and licensing services available to the public through partnerships with private vendors.
- Improve Public Defender capabilities by reducing caseload and increasing technical and other support services.
- Improve guardian ad litem services for abused and neglected children by improving and expanding the use of volunteers.

CONTINUE TO PURSUE OPPORTUNITIES FOR EFFICIENCY, COST REDUCTION, INNOVATION, AND EFFECTIVE DELIVERY OF STATE SERVICES AND PROGRAMS.

Information Services:

- Create a modern, customer-focused central information technology environment.
- Implement a telecommunications partnering plan with the private sector.
- Expand the delivery of state services through the integration of mainframe computing systems and Internet technology.
- Develop, enable, and support state agencies' efforts to conduct state business electronically.

Financial/Management:

- Design and implement an electronic commerce strategy and standard for statewide procurement and other transactions.
- Continue to work with the Administrative Solutions Team to improve the understanding of core administrative services issues affecting all state agencies.
- Develop and put in place programs to evaluate the use of electronic signatures.

Key Department Issues for FY2001 – 2002

SERVICES TO THE PUBLIC

- Pioneers' Homes: Alaska is one of only three states without a veterans' home program (Delaware and Hawaii are the others). The Governor has proposed legislation to provide for a veterans' preference for Pioneers' Home admissions. The proposed statutory change gives special recognition of veterans in the Pioneers' Homes by renaming the Homes 'The Pioneers' and Veterans' Homes'. We currently project that 125 beds will be filled by veterans once this change is in place, including 86 beds not currently filled because of budget constraints.
- Pioneers' Homes: The Pioneers' Homes program must develop some means to address the ongoing deferred facilities maintenance issues. The backlog of maintenance issues continues to grow as funding levels only allow maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance.

- Senior Services: Limited state resources for adult protective services to provide coverage statewide will require increased training of community resources such as police and medical personnel to assure proper reporting of suspected abuse or neglect of elders.
- Senior Services: The Division of Senior Services programs currently rely upon numerous duplicative, labor intensive, and ineffective systems. With support from the Alaska Mental Health Trust Authority, the division will create a functional, integrated data environment.
- Public Defender: The Public Defender Agency must continue to increase use of new technology to enable the agency to keep pace with the rest of the criminal justice system. The challenge is to do this within the existing budget despite the ongoing caseload increases.
- Office of Public Advocacy: Increasing Child In Need of Aid (CINA) caseloads in Anchorage and Fairbanks require expanded Guardian ad Litem and Public Defender staff.
- Motor Vehicles: The DMV will be relocating their highest volume state office, the Dowling Road location in Anchorage. The new location will consolidate public service, accounting and warehousing functions now in three separate locations.

SERVICES TO STATE AGENCIES

- Finance: Vendor support for the existing payroll system is being phased out and a new system will need to be designed and implemented.
- Personnel: The state could lose 25% of the current workforce in the next five years just to retirement. This demographic is mirrored across the country creating, in combination with a robust economy, the tightest job market in recent history. A statewide Workforce Planning Group is wrestling with the recruitment and retention issues currently faced by all state agencies. Although wages are the traditional focus, benefits and working conditions will play an increasing role in retention of the younger workforce.
- Information Services: The department will implement a partnership with private enterprise to provide telecommunications services to state agencies. This partnership must provide telecommunications infrastructure and support that is cost effective and able to quickly respond to changing technology and market conditions.
- Information Services: The Information Technology Group, in partnership with the Telecommunications Information Council, other departments, and the private sector, will develop an information technology plan for the state that identifies what our long range objectives are and a strategic plan to achieve those objectives.
- Risk Management: The state's risk management program has relied for the past several years upon the Catastrophic Reserve Account (CRA) to supplement the operating budget to meet the annual cost of self insured claims. This account is annually funded by a year-end "sweep" of unexpended general funds from other state operations, of up to \$5 million. As the state's general funds budget continues to be reduced, the amount available to sweep into the CRA has been declining. The FY2000 sweep resulted in an amount available for FY2001 that is significantly less than historical claims payment levels. The department will work with the Office of Management and Budget and the Legislature to develop a reliable funding mechanism for ongoing cost of claims. This is likely to require new legislation, new sources of funding for the CRA, or other ways to finance claims payouts.

Major Department Accomplishments in 2000

SERVICES TO THE PUBLIC

- Motor Vehicles: Implemented the first year of the boat registration program required by CH 28 SLA 00 (HB 108) which includes all boats previously subject to US Coast Guard registration as well as all unpowered boats over 10 feet long. Prepared all registration materials, computer program modifications, regulatory work, and public notifications for initial implementation with only 6 months lead time.
- Senior Services: Redesigned the independent personal care attendant program to operate in an employment agency model.
- Senior Services: Improved turnaround time by 75% for Medicaid waiver program ongoing cases.

SERVICES TO STATE AGENCIES

- Retirement and Benefits: Rebid and selected a new 3rd party administrator contractor for the active employee and retiree health programs.
- Information Technology Group: Published a request for proposals (RFP) for a public/private telecommunications partnership that will significantly reduce unit costs to state agencies. A contract award is expected the second half of FY2001.
- Facilities Management: Implemented the public facilities fund and pilot program managing operations and maintenance of eight state-owned facilities in Anchorage, Fairbanks, and Juneau.

- Facilities Management: In addition to the pilot program, DOA began management of facilities maintenance for seven of the remaining nine state-owned facilities in Juneau.
- Division of Finance: Completed a two year overhaul of the leave accounting system for the Alaska Marine Highway System.

Key Performance Measures for FY2002

Measure: The percentage of Division of Motor Vehicles transactions by private partners

(Added by Legislature in FY2001 version.)

Current Status:

Current efforts have focused on increasing the number of private sector partners to provide more accessible service to the public instead of focusing on transaction volume. The table below shows the number of partners for various types of activity:

- 19 Defensive driving course providers
- 12 Driving schools
- 27 Third party testers
- 3 Hospitals - Handicapped Permit Program
- 43 IM vendors
- 20 Auto dealerships
- 102 Snow Vehicle Dealers
- 461 Boat Dealers
- 17 Commissioned Agents

Benchmark:

Benchmarks with other states are not available at this time.

Background and Strategies:

The Division of Motor Vehicles (DMV) has been increasing the number of private vendor partnerships to provide more accessible service to the public. The volume of transactions by business partners will vary by type of business; for example, new vehicle registrations handled by vendors -vs- renewals, which likely will be done primarily through DMV, especially in areas without emissions inspection requirements. Future reports will deal with transaction volume by type of business as opposed to a single percentage for all transactions.

Measure: Increase the number of assisted living units available by 10% each year.

(Not yet addressed by Legislature.)

Current Status:

The number of new licenses for Assisted Living homes continues to grow, but the rate of growth over the past year has been about half the target rate. In November, 2000, Alaska had 125 assisted living homes with a total of 1,357 beds available. This is an increase of 11 homes (9.6%) and 70 beds (5.4%) since November, 1999.

Benchmark:

The Division of Senior Services has targeted a minimum annual increase of 10%.

Background and Strategies:

The number of assisted living homes in Alaska is expected to continue to grow as the population ages.

Assisted living homes offer many seniors a non-institutional alternative to nursing home care that is both better for quality of life of the client and is significantly more cost effective than higher care levels. The April/May, 1999 issue of the Alzheimer's Association State Policy Report made the point that annual savings from substituting assisted living for nursing home care could be as much as \$3.5 billion to \$5.0 billion nationally.

The total number of homes and available beds varies from month-to-month as some homes close, others open, and others may reconfigure.

Measure: Complete 50% of assisted living homes complaint investigations within 30 days.*(Not yet addressed by Legislature.)***Current Status:**

Days-to-completion statistics are not currently available.

Benchmark:

The Division of Senior Services has set a target of completing 50% of investigations within 30 days.

Background and Strategies:

The time-to-completion of investigations is growing longer as the number of assisted living homes increases while licensing staff remains at the same level. There are currently about 60 complaints annually.

The FY2002 budget includes funding for additional licensing staff to address this issue. The Division of Senior Services will be able to focus more effort on resolving complaints and offer additional training to care providers to improve the quality of care and prevent situations which can lead to complaints.

Measure: Percentage of eligible state employees with delegated procurement authority who complete the procurement certification program annually.*(Not yet addressed by Legislature.)***Current Status:**

Procurement Certification Program training is underway. In FY 2000 there were 25 training classes attended by 585 students. In the first five months of FY 2001, 280 state employees attended 13 classes.

Benchmark:

Comparative information with other public sector organizations has not been developed.

Background and Strategies:

The Procurement Certification Program is designed to ensure that all state employees have current training in purchasing procedures and issues at their level of procurement authority.

The program has three levels:

- Level 1 - Anyone "spending money" must master this level. Intended for clerks, secretaries, etc. who order or buy items as part of their jobs. Competitive solicitations are not included; this is more of an entry-level certification.
- Level 2 - Small procurements. Anyone procuring at levels where competitive solicitations are required, but less than formal purchases.
- Level 3 - Formal procurements. Intended for the purchasing staff who handle the large and complex procurements.

Measure: Implement a public/private telecommunications partnership that will significantly reduce unit costs to state agencies during the 1st year or will provide significantly improved services.*(Not yet addressed by Legislature.)***Current Status:**

Proposals from private sector vendors are due in December, 2000, and a contract award is expected to be issued in Spring, 2001.

Benchmark:

Successful transition to new telecommunications partnership.

Background and Strategies:

The Telecommunications Information Council in its 1996 telecommunications plan for the state said "...a balance must be developed through partnership between the state and public telecommunications providers."

Because many Alaskan communities will not be connected to a road system in the foreseeable future, Alaska is unique among the states in its dependence on telecommunications. As one of the biggest "anchor tenants" in the telecommunications infrastructure in Alaska, state government can have a significant impact on both its internal costs

and effectiveness as well as influence other public sector and private technology advances simply by changing how it does business.

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> • Increase the Division of Motor Vehicles transaction volume done by public/private partnerships by 5% during FY2001. • Increase in the number of assisted living units available by 10% each year. • Complete 50% of assisted living homes complaint investigations within 30 days. • Percentage of eligible state employees with delegated procurement authority who complete the procurement certification program annually. • Expand the use of state purchasing card and travel card programs by at least 10% annually, reaching full utilization by the end of FY2004. • Hours of training provided annually to guardians ad litem. • Negotiate a public/private telecommunications partnership that will significantly reduce unit costs to state agencies during the 1st year or will provide significantly improved services. 	X	X	X X		

Department Budget Summary by BRU

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures												
Special Systems	1,111.5	0.0	0.0	1,111.5	1,111.5	0.0	0.0	1,111.5	1,111.5	0.0	0.0	1,111.5
Longevity Bonus	59,125.5	0.0	0.0	59,125.5	53,558.6	0.0	0.0	53,558.6	52,558.6	0.0	0.0	52,558.6
Non-Formula Expenditures												
Centralized Admin. Services	9,528.1	301.1	26,319.0	36,148.2	9,360.3	404.3	29,390.0	39,154.6	9,470.4	403.8	30,612.6	40,486.8
Leases	24,444.9	0.0	11,562.5	36,007.4	20,718.4	0.0	10,546.4	31,264.8	22,578.1	0.0	10,546.1	33,124.2
Facilities	0.0	0.0	0.0	0.0	0.0	0.0	6,698.7	6,698.7	1,129.6	0.0	7,438.3	8,567.9
State Facilities	0.0	0.0	0.0	0.0	464.6	0.0	0.0	464.6	440.8	0.0	0.0	440.8
Rent												
Information Technology Group	0.0	0.0	19,194.9	19,194.9	0.0	0.0	20,838.5	20,838.5	0.0	0.0	20,870.2	20,870.2
Information Services Fund	0.0	0.0	0.0	0.0	0.0	0.0	55.0	55.0	650.0	0.0	55.0	705.0
Public Communication s Services	4,166.2	0.0	425.2	4,591.4	3,910.7	0.0	673.7	4,584.4	5,510.7	0.0	673.7	6,184.4
AIRRES Grant	0.0	0.0	0.0	0.0	76.0	0.0	0.0	76.0	76.0	0.0	0.0	76.0
Risk Management	0.0	0.0	22,413.3	22,413.3	0.0	0.0	22,434.9	22,434.9	0.0	0.0	23,353.8	23,353.8
Alaska Longevity Programs	33,323.0	0.0	449.7	33,772.7	22,438.7	0.0	12,760.1	35,198.8	24,727.8	0.0	15,603.8	40,331.6
Senior Services	9,326.9	6,452.9	1,914.1	17,693.9	10,046.7	7,255.8	3,088.7	20,391.2	10,943.9	8,282.1	3,859.8	23,085.8
AK Oil & Gas Conservation Comm	0.0	100.0	2,356.6	2,456.6	0.0	102.6	2,806.6	2,909.2	0.0	102.7	3,111.3	3,214.0
Legal & Advocacy Services	18,311.5	50.0	1,641.3	20,002.8	18,542.7	51.2	1,296.8	19,890.7	20,841.3	51.2	1,247.3	22,139.8
Alaska Public Offices Comm	725.7	0.0	0.0	725.7	822.3	0.0	0.0	822.3	752.6	0.0	0.0	752.6
Division of Motor Vehicles	9,179.8	0.0	19.3	9,199.1	8,899.1	0.0	506.8	9,405.9	9,025.4	0.0	436.6	9,462.0
Pioneers' Homes FacilitiesMaint	0.0	0.0	2,689.4	2,689.4	0.0	0.0	2,125.0	2,125.0	0.0	0.0	2,125.0	2,125.0

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
General Svcs	0.0	0.0	2,902.3	2,902.3	0.0	0.0	2,589.7	2,589.7	0.0	0.0	39.7	39.7
Facilities Maint.												
AOGCC	0.0	0.0	44.6	44.6	0.0	0.0	34.0	34.0	0.0	0.0	34.0	34.0
Facilities												
Maintenance												
Year 2000	2,507.4	74.2	8.0	2,589.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Coordination												
ITG Facilities	0.0	0.0	62.0	62.0	0.0	0.0	23.0	23.0	0.0	0.0	23.0	23.0
Maintenance												
Totals	171,750.5	6,978.2	92,002.2	270,730.9	149,949.6	7,813.9	115,867.9	273,631.4	159,816.7	8,839.8	120,030.2	288,686.7

Funding Source Summary

All dollars in thousands

Funding Sources	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
1001 Constitutional Budget Reserve Fund	5,717.1		
1002 Federal Receipts	6,677.1	7,409.6	8,436.0
1003 General Fund Match	1,164.5	1,166.6	1,291.4
1004 General Fund Receipts	133,365.9	127,735.1	137,909.2
1005 General Fund/Program Receipts	15,887.2	5,965.1	6,198.0
1007 Inter-Agency Receipts	47,881.9	45,875.8	45,362.5
1017 Benefits Systems Receipts	15,282.8	17,132.1	17,231.9
1023 FICA Administration Fund Account	90.9	112.9	112.7
1029 Public Employees Retirement Fund	4,149.5	4,662.1	5,123.4
1033 Surplus Property Revolving Fund	301.1	404.3	403.8
1034 Teachers Retirement System Fund	1,636.4	1,873.8	2,022.6
1037 General Fund / Mental Health	13,405.0	14,325.9	14,418.1
1042 Judicial Retirement System	24.6	25.1	25.1
1045 National Guard Retirement System	87.3	92.2	95.4
1053 Investment Loss Trust Fund		701.0	
1061 Capital Improvement Project Receipts		131.7	130.9
1081 Information Service Fund	19,194.9	20,838.5	20,870.2
1092 Mental Health Trust Authority Authorized Receipts	856.1	2,050.4	2,648.0
1108 Statutory Designated Program Receipts	433.7	875.4	841.2
1110 Alaska Public Utility Commission	7.5		
1118 Pioneers' Homes Receipts	1,850.0	55.9	
1119 Tobacco Settlement	360.8		
1147 Public Building Fund		6,698.7	6,951.4
1156 Receipt Supported Services		12,728.5	15,503.6
1162 Alaska Oil & Gas Conservation Commission Rcpts	2,356.6	2,770.7	3,111.3
Totals	270,730.9	273,631.4	288,686.7

Position Summary

Funding Sources	FY2001 Authorized	FY2002 Governor
Permanent Full Time	1,341	1,511
Permanent Part Time	114	119
Non Permanent	95	100
Totals	1,550	1,730

FY2002 Capital Budget Request

Project Title	General Funds	Federal Funds	Other Funds	Total Funds
Pioneers' Homes Emergency Repairs and Maintenance	100,000	0	250,000	350,000
Pioneers' Homes Alzheimer's Disease and Related Disabilities Modifications	0	0	250,000	250,000
Adult Day Facility Prototype Design for Dementia Clients	0	0	30,000	30,000
Payroll and Accounting System Replacement Analysis	400,000	0	0	400,000
State-Owned Buildings Valuation Project	60,000	0	0	60,000
ARCS Video Automation and Control Project	77,500	0	0	77,500
License Plates and Drivers License Manuals	345,000	0	0	345,000
Emergency Communications: Land Mobile Radio Migration	1,354,400	14,893,700	0	16,248,100
Electronic Signatures Project	100,000	0	0	100,000
Mainframe Improvements, Equipment Replacement, Virus Scanning, and Metadirectory Development	0	0	2,181,000	2,181,000
Upgrade Internet and Intranet, and Implement New Network Technology	0	0	539,900	539,900
Department Total	2,436,900	14,893,700	3,250,900	20,581,500

This is an appropriation level summary only. For allocations and the full project details see the capital budget.

Overview of Departmental Budget Changes

The Department of Administration has sixteen divisions that provide a broad range of services to both the general public and state agencies. This overview highlights the most significant changes in the budget for FY2002. A detailed description of all changes is available in the detailed budget for each of the Department's programs.

SERVICES TO THE PUBLIC

The Governor has proposed legislation that provides for a veterans' preference for Pioneers' Home admissions and renames the Homes to the "Pioneers' and Veterans' Homes". About 125 beds will be filled by veterans once this change is implemented. The budget includes an increase of \$5,107,700 and 126 full time positions to allow filling 86 beds that are currently vacant because of budget constraints.

Budget increases are proposed for the Division of Senior Services to cover the increased daily reimbursement rate to assisted living homes for vulnerable adults mandated by legislation passed last year; funding for assisted living homes complaint investigations; more staff for Medicaid Waiver processing to assure that all Alaskans eligible for the Medicaid Waivers receive them in a timely manner; and additional grants and training for caregivers supporting adults with dementia who live at home.

Continuing Child In Need of Aid (CINA) caseload growth requires more guardian Ad Litem staff in the Anchorage and Fairbanks offices of the Office of Public Advocacy.

The Public Defender Agency budget is increased to ensure that it is able to keep pace with continuing caseload growth, continues juvenile justice programs, and addresses a variety of issues identified by an audit released last spring by the Division of Legislative Audit.

Emergency communications infrastructure, such as microwave relay sites, will receive improved operations and maintenance with funding included in the Information Technology Group budget. This infrastructure is essential for state, local, and federal government emergency services providers to be able to communicate effectively when responding to accidents and natural disasters such as floods and forest fires.

Public broadcasting satellite transponder costs are expected to increase significantly in FY2002 as the service provider (AT&T Alascom) expects to switch to a new satellite in late FY2001. Public broadcasting, ARCS, Gavel to Gavel, the University's Distance Education service and public radio all rely on this satellite transponder for delivery of service.

SERVICES TO STATE AGENCIES

The Facilities program budget reflects two major changes in FY2002. This budget reflects implementation of the Public Building Fund project started in FY2001, which was funded via fiscal notes to Ch. 19 SLA 2000 (HB 112). This program involves day-to-day management of eight state-owned facilities in Anchorage, Fairbanks, and Juneau. The Facilities program also took over from the Department of Transportation and Public Facilities management of most other state-owned facilities in Juneau in early FY2001. The FY2002 budget formally transfers the funding and positions to the Department of Administration.

The Leasing budget has been historically underfunded by the Legislature, with full funding provided via supplemental appropriations. This FY2002 budget is fully funded based upon the estimated funding needed for the current fiscal year.

Although no changes are currently proposed in this budget for the Information Technology Group, aside from the emergency communications funding discussed above, some budgetary changes are likely to be needed as the state enters into a partnership with private vendors to provide telecommunications services to state agencies. Proposals are due to the state in December, 2000. Any budget amendments necessary to facilitate this partnership will be developed following evaluation of the proposals.

Summary of Department Budget Changes by BRU

From FY2001 Authorized to FY2002 Governor

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	149,949.6	7,813.9	115,867.9	273,631.4
Adjustments which get you to start of year:				
-Risk Management	0.0	0.0	919.1	919.1
Adjustments which will continue current level of service:				
-Centralized Admin. Services	57.3	-0.5	-2.3	54.5
-Leases	-40.3	0.0	-0.3	-40.6
-Facilities	1,129.6	0.0	436.8	1,566.4
-State Facilities Rent	-23.8	0.0	0.0	-23.8
-Information Technology Group	0.0	0.0	31.7	31.7
-Risk Management	0.0	0.0	-0.2	-0.2
-Alaska Longevity Programs	-185.6	0.0	210.7	25.1
-Senior Services	6.4	1.3	-55.9	-48.2
-AK Oil & Gas Conservation Comm	0.0	0.1	10.6	10.7
-Legal & Advocacy Services	157.2	0.0	-149.5	7.7
-Alaska Public Offices Comm	-69.7	0.0	0.0	-69.7
-Division of Motor Vehicles	7.8	0.0	-70.2	-62.4
Proposed budget decreases:				
-Longevity Bonus	-1,000.0	0.0	0.0	-1,000.0
-General Srvcs Facilities Maint.	0.0	0.0	-2,550.0	-2,550.0
Proposed budget increases:				
-Centralized Admin. Services	52.8	0.0	1,224.9	1,277.7
-Leases	1,900.0	0.0	0.0	1,900.0
-Facilities	0.0	0.0	302.8	302.8
-Information Services Fund	650.0	0.0	0.0	650.0
-Public Communications Services	1,600.0	0.0	0.0	1,600.0
-Alaska Longevity Programs	2,474.7	0.0	2,633.0	5,107.7
-Senior Services	890.8	1,025.0	827.0	2,742.8
-AK Oil & Gas Conservation Comm	0.0	0.0	294.1	294.1
-Legal & Advocacy Services	2,141.4	0.0	100.0	2,241.4
-Division of Motor Vehicles	118.5	0.0	0.0	118.5
FY2002 Governor	159,816.7	8,839.8	120,030.2	288,686.7

Centralized Administrative Services Budget Request Unit

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

BRU Mission

To provide cost effective centralized administrative and management support services for all state agencies, and to work with agencies in all branches of state government to assure the effective, efficient, and economical delivery of public services to Alaskans.

BRU Services Provided

Commissioner's Office

- Management and oversight of DOA services to state agencies and services to the public
- Liaison with the Governor's Office and the Legislature

Tax Appeals

- Oil tax administrative appeals
- Procurement administrative appeals
- Longevity Bonus administrative appeals

Administrative Services

- Provide centralized procurement, accounting, personnel, and payroll support to divisions
- Budget development and liaison with Office of Management & Budget and the Legislature
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs
- Provide management of the DOA Information Technology Support program

DOA Information Technology Support

- Comprehensive around-the-clock centralized desktop computer support for the entire department
- Maintenance of the department network
- Analysis of software and hardware product requirements and enhancements
- Liaison with the Information Technology Group

Finance

- Accounting services
- State Annual Financial Report

Personnel

- Recruitment for new employees
- Classification of state jobs
- Training of state employees
- Labor relations services

General Services

- Purchasing
- Property Management
- Leasing

Retirement & Benefits

- Retirement system administration
- Benefit program administration
- Health & life insurance program administration

BRU Goals and Strategies

CONTINUE TO PURSUE ADDITIONAL OPPORTUNITIES FOR INNOVATIVE, EFFICIENT AND EFFECTIVE DELIVERY OF STATE SERVICES AND PROGRAMS

- Integrate mainframe computing systems and Internet technology

- Implement state purchasing card program and a new improved travel card program
- Design and implement an electronic strategy and standard for statewide procurement and other transactions
- Enable and support state agencies' efforts to conduct state business electronically
- Implement a procurement officers certification program that ensures competent application of state law as delegated to state agencies

Key BRU Issues for FY2001 – 2002

See components

Major BRU Accomplishments for FY2000

See components

Centralized Administrative Services
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
Office of the Commissioner	159.4	0.0	320.0	479.4	163.2	0.0	332.1	495.3	164.2	0.0	410.0	574.2
Tax Appeals	177.7	0.0	26.8	204.5	183.5	0.0	41.2	224.7	201.0	0.0	40.8	241.8
Administrative Services	69.7	0.0	1,444.0	1,513.7	73.5	0.0	1,409.8	1,483.3	75.0	0.0	1,473.5	1,548.5
DOA Info Tech Support	0.0	0.0	1,093.7	1,093.7	0.0	0.0	1,069.9	1,069.9	0.0	0.0	1,116.8	1,116.8
Finance	4,832.3	0.0	803.6	5,635.9	4,657.9	0.0	921.2	5,579.1	4,661.9	0.0	1,242.9	5,904.8
Personnel	1,771.8	0.0	326.7	2,098.5	1,936.8	0.0	583.8	2,520.6	1,920.6	0.0	582.1	2,502.7
Labor Relations	1,036.7	0.0	0.0	1,036.7	927.9	0.0	0.0	927.9	983.0	0.0	0.0	983.0
Purchasing	1,059.2	0.0	27.6	1,086.8	1,003.5	0.0	0.0	1,003.5	1,003.0	0.0	0.0	1,003.0
Property Management	421.3	301.1	0.0	722.4	414.0	404.3	0.0	818.3	411.7	403.8	0.0	815.5
Central Mail	0.0	0.0	944.2	944.2	0.0	0.0	1,132.6	1,132.6	0.0	0.0	1,134.2	1,134.2
Retirement and Benefits	0.0	0.0	8,689.6	8,689.6	0.0	0.0	9,581.6	9,581.6	0.0	0.0	10,294.5	10,294.5
Group Health Insurance	0.0	0.0	12,642.8	12,642.8	0.0	0.0	14,317.8	14,317.8	0.0	0.0	14,317.8	14,317.8
Labor Agreements Misc Items	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	50.0	0.0	0.0	50.0
Totals	9,528.1	301.1	26,319.0	36,148.2	9,360.3	404.3	29,390.0	39,154.6	9,470.4	403.8	30,612.6	40,486.8

Centralized Administrative Services

Proposed Changes in Levels of Service for FY2002

See components.

Centralized Administrative Services

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	9,360.3	404.3	29,390.0	39,154.6
Adjustments which will continue current level of service:				
-Office of the Commissioner	1.0	0.0	0.4	1.4
-Tax Appeals	-0.3	0.0	-0.4	-0.7
-Administrative Services	1.5	0.0	-1.7	-0.2
-DOA Info Tech Support	0.0	0.0	0.5	0.5
-Finance	4.0	0.0	0.0	4.0
-Personnel	-51.2	0.0	-1.7	-52.9
-Labor Relations	55.1	0.0	0.0	55.1
-Purchasing	-0.5	0.0	0.0	-0.5
-Property Management	-2.3	-0.5	0.0	-2.8
-Central Mail	0.0	0.0	1.6	1.6
-Retirement and Benefits	0.0	0.0	-1.0	-1.0
-Labor Agreements Misc Items	50.0	0.0	0.0	50.0
Proposed budget increases:				
-Office of the Commissioner	0.0	0.0	77.5	77.5
-Tax Appeals	17.8	0.0	0.0	17.8
-Administrative Services	0.0	0.0	65.4	65.4
-DOA Info Tech Support	0.0	0.0	46.4	46.4
-Finance	0.0	0.0	321.7	321.7
-Personnel	35.0	0.0	0.0	35.0
-Retirement and Benefits	0.0	0.0	713.9	713.9
FY2002 Governor	9,470.4	403.8	30,612.6	40,486.8

Component: Office of the Commissioner

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

To provide support and policy direction to divisions within the department.

Component Services Provided

Policy direction

- Liaison with the Governor's Office and the Legislature
- Coordination among divisions
- Final administrative decisions on statewide procurement appeals
- Chief advocate for staff and programs

Component Goals and Strategies

See the department overview pages.

Key Component Issues for FY2001 – 2002

- Developing a partnership with private enterprise to provide better, more cost effective telecommunications services and infrastructure to the state will continue as a major initiative in FY2001 with a target for implementation in July, 2001.
- Implement a preference for veterans admission within the Pioneer Home System, and rename the system "The Pioneers' and Veterans' Homes", to provide better long term care options for veterans residing in Alaska.
- Workforce Planning: Recruitment and retention of a qualified workforce is the number one problem identified by most state agencies; it is, therefore a top priority for State government in FY 2002. More must be learned about what attracts young people into a specific workplace; how to market the state as an employer; and how to use more effective recruitment tools. Current projections indicate the state will lose 25% of it's workforce in the next five years just to retirement. The retention of younger employees, and changes in employee management practices, and in the structure of the state's wage and benefit packages will become increasingly more important.

Major Component Accomplishments for FY2000

- Promoted the safe and orderly transition into the year 2000 by proactively addressing Y2K issues for both the State of Alaska computing and telecommunications networks and actively promoting Y2K issues awareness at local government and public forums around the state.
- Assumed responsibility for management of nearly all state owned office buildings in Juneau, the Atwood Building in Anchorage, and the Fairbanks Regional Office Building in Fairbanks.
- Successfully negotiated twelve cost-effective labor contracts and obtained funding for the first year of the contracts.

Statutory and Regulatory Authority

See component pages.

Key Performance Measures for FY2002

Measure: Percentage of divisions within the department that reach the assigned performance measures.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• Percentage of divisions within the department that reach the assigned performance measures.			X		

Office of the Commissioner

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	411.6	419.6	498.5
72000 Travel	23.5	20.5	20.5
73000 Contractual	34.5	39.0	39.0
74000 Supplies	9.8	16.2	16.2
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	479.4	495.3	574.2
Funding Sources:			
1004 General Fund Receipts	159.4	162.4	164.2
1007 Inter-Agency Receipts	320.0	332.1	410.0
1053 Investment Loss Trust Fund	0.0	0.8	0.0
Funding Totals	479.4	495.3	574.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	320.0	332.1	409.6	410.0	410.0
Investment Loss Trust Fund	51393	0.0	0.8	0.8	0.0	0.0
Restricted Total		320.0	332.9	410.4	410.0	410.0
Total Estimated Revenues		320.0	332.9	410.4	410.0	410.0

Office of the Commissioner

Proposed Changes in Levels of Service for FY2002

No component service changes.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	163.2	0.0	332.1	495.3
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	1.0	0.0	0.4	1.4
Proposed budget increases:				
-Fund at FY2001 Cost Allocation Plan Level	0.0	0.0	77.5	77.5
FY2002 Governor	164.2	0.0	410.0	574.2

Office of the Commissioner

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	4	5	Annual Salaries	388,638
Part-time	1	1	COLA	8,799
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	120,102
			<i>Less 3.68% Vacancy Factor</i>	(19,039)
			Lump Sum Premium Pay	0
Totals	5	6	Total Personal Services	498,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Asst Commissioner	0	0	1	0	1
Commissioner	0	0	1	0	1
Dep Commissioner	0	0	1	0	1
Exec Secretary II	0	0	1	0	1
Secretary II	0	0	1	0	1
Special Assistant	0	0	1	0	1
Totals	0	0	6	0	6

Component: Tax Appeals

Contact: Shelley Higgins, Chief Administrative Law Judge

Tel: (907) 465-5641 **Fax:** (907) 465-2280 **E-mail:** Shelley_Higgins@admin.state.ak.us

Component Mission

To offer independent adjudication for tax and administrative appeals.

Component Services Provided

- Conduct hearings and issue final administrative decisions in all taxpayer appeals from informal conference decisions of the Department of Revenue.
- Conduct hearings and issue recommended or final decisions, as provided by law, in appeals to the Commissioner of the Department of Administration in procurement, longevity bonus and personnel matters.
- Hear and decide administrative appeals referred by other departments.
- Make decisions readily accessible to the public.

Component Goals and Strategies

FOSTER PUBLIC CONFIDENCE IN THE FAIRNESS AND EFFECTIVENESS OF THE ADMINISTRATIVE APPEALS PROCESS.

- Streamline procedures in small appeals and use telecommunications technology to provide fair hearings where the cost of in-person hearings is prohibitive;
- Facilitate public access to final decisions and administrative law by publishing decisions immediately on the Internet.

PROVIDE INCREASED HEARING SERVICES TO OTHER AGENCIES

- Provide timely, cost-effective hearings and decisions in appeals that are voluntarily referred to the Office of Tax Appeals (OTA) by other departments.

Key Component Issues for FY2001 – 2002

- OTA depends on interagency receipt funding for hearing services in order to fully fund the full-time hearing officer position that is needed, in addition to the Administrative Law Judge position, to provide timely hearings and decisions in non-tax cases.

Major Component Accomplishments for FY2000

- Provided timely hearings and decisions in tax and other types of appeals despite a reduced budget and an increased caseload of non-tax appeals.

Statutory and Regulatory Authority

AS 43.05.400-499 (Tax Appeals)
AS 36.30.595-680 (Procurement)
AS 47.45.050 (Longevity Bonus)

Key Performance Measures for FY2002**Measure: The average cost for each appeal.***(Added by Legislature in FY2001 version.)***Measure: The average time for each appeal.***(Added by Legislature in FY2001 version.)***Status of FY2001 Performance Measures**

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The average cost for each appeal.			X		
• The average time for each appeal.			X		

Tax Appeals

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	189.8	197.5	196.8
72000 Travel	1.2	7.5	7.5
73000 Contractual	12.7	16.7	16.7
74000 Supplies	0.8	3.0	3.0
75000 Equipment	0.0	0.0	17.8
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	204.5	224.7	241.8
Funding Sources:			
1004 General Fund Receipts	177.7	182.3	201.0
1007 Inter-Agency Receipts	26.8	41.2	40.8
1053 Investment Loss Trust Fund	0.0	1.2	0.0
Funding Totals	204.5	224.7	241.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	26.8	41.2	41.2	40.8	40.8
Investment Loss Trust Fund	51393	0.0	1.2	1.2	0.0	0.0
Restricted Total		26.8	42.4	42.4	40.8	40.8
Total Estimated Revenues		26.8	42.4	42.4	40.8	40.8

Tax Appeals**Proposed Changes in Levels of Service for FY2002**

No changes proposed

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	183.5	0.0	41.2	224.7
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-0.3	0.0	-0.4	-0.7
Proposed budget increases:				
-Case Management Software and Equipment Replacement	17.8	0.0	0.0	17.8
FY2002 Governor	201.0	0.0	40.8	241.8

Tax Appeals**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	2	2	Annual Salaries	149,958
Part-time	1	1	COLA	2,569
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	48,428
			<i>Less 2.07% Vacancy Factor</i>	(4,155)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	196,800

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	0	0	1	0	1
Administrative Law Judge	0	0	1	0	1
Hearing Officer	0	0	1	0	1
Totals	0	0	3	0	3

Component: Administrative Services

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

To provide support services to departmental programs.

Component Services Provided

- Establish departmental business management policies and procedures and provide training for all DOA administrative staffs
- Develop the department's annual budget; liaison with the Office of Management and Budget and the Legislature on budget matters
- Provide centralized procurement, accounting, personnel, and payroll support to divisions
- Oversee department business management practices to assure compliance with state and federal rules; coordinate Legislative and OMB audits of DOA programs
- Provide management of the DOA Information Technology support program.

Component Goals and Strategies

REDUCE ADMINISTRATIVE OVERHEAD COSTS TO ALL DOA PROGRAMS WHILE IMPROVING EFFICIENCY AND EFFECTIVENESS OF SUPPORT SERVICES PROVIDED

- Recruit administrative and technical staff throughout the department who are the most competent candidates available, who are also innovative and oriented toward change
- Provide effective training for the DOA Administrative Support Team through the annual Administrative Workshop, special just-in-time sessions, and one-on-one training
- Continually improve communication with the DOA Administrative Support Team through periodic formal meetings, informal meetings, and use of email
- Continually review business processes for more efficient/effective methods
- Participate actively in the research and development of statewide electronic commerce projects

Key Component Issues for FY2001 – 2002

- Continue to provide assistance and training to all divisional staff to promote consistent, quality administrative workproducts.
- Ensure that all department employees responsible for procurements have Procurement Certification Program training/certification by January, 2002.
- Continuing to improve support to programs based outside of Juneau.
- Develop and refine performance measure procedures and methodologies with the legislature and OMB.

Major Component Accomplishments for FY2000

- Established a human resources position in Anchorage to provide onsite support to the department's offices in the Southcentral area, with an initial emphasis on support for the Pioneers' Homes.
- Conducted training workshops in Anchorage and Juneau for all sixteen divisions to promote quality and consistent administrative practices in human resource management, fiscal procedures, information services, and budgeting. These workshops were attended by more than 100 staff, including program managers.

· Established, with the Division of General Services, the fiscal procedures for the Alaska Public Building Fund, a quasi-internal services fund established by legislation beginning in FY2001. This fund supports the operations and maintenance program for eight state-owned facilities in Anchorage, Fairbanks, and Juneau.

Statutory and Regulatory Authority

AS 36.30
 AS 37.05.316 Grants to named recipients.
 AS 37.07 Executive Budget Act
 AS 39.20 Compensation and Allowances (salaries and travel)
 AS 39.25 State Personnel Act
 AS 44.21 Department of Administration
 AS 44.62 Administrative Procedure Act
 AS 44.77 Claims Against the State

Key Performance Measures for FY2002

Measure: The cost of Administrative Services divided by the total personnel costs for the department.

(Added by Legislature in FY2001 version.)

Measure: The number of departmental employee grievances divided by all state department grievances.

(Added by Legislature in FY2001 version.)

Measure: The number of late payments for total payroll and vendor payments per year.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The cost of Administrative Services divided by the total personnel costs for the department.			X		
• The number of departmental employee grievances divided by all state department grievances.			X		
• The number of late payments for total payroll and vendor payments per year.			X		

Administrative Services

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,266.2	1,281.5	1,346.7
72000 Travel	9.9	10.1	10.1
73000 Contractual	190.2	175.5	175.5
74000 Supplies	42.3	8.3	8.3
75000 Equipment	5.1	7.9	7.9
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,513.7	1,483.3	1,548.5
Funding Sources:			
1004 General Fund Receipts	69.7	73.5	75.0
1007 Inter-Agency Receipts	1,444.0	1,409.8	1,473.5
Funding Totals	1,513.7	1,483.3	1,548.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	1,444.0	1,409.8	1,475.2	1,473.5	1,473.3
Restricted Total		1,444.0	1,409.8	1,475.2	1,473.5	1,473.3
Total Estimated Revenues		1,444.0	1,409.8	1,475.2	1,473.5	1,473.3

Administrative Services**Proposed Changes in Levels of Service for FY2002**

No significant service changes are anticipated.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	73.5	0.0	1,409.8	1,483.3
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	1.5	0.0	-1.7	-0.2
Proposed budget increases:				
-Fund at FY2001 Cost Allocation Plan Level	0.0	0.0	65.4	65.4
FY2002 Governor	75.0	0.0	1,473.5	1,548.5

Administrative Services**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	24	23	Annual Salaries	1,013,370
Part-time	0	0	COLA	18,478
Nonpermanent	2	1	Premium Pay	0
			Annual Benefits	375,269
			<i>Less 4.29% Vacancy Factor</i>	(60,417)
			Lump Sum Premium Pay	0
Totals	26	24	Total Personal Services	1,346,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accountant V	0	0	1	0	1
Accounting Clerk II	0	0	1	0	1
Accounting Spvr II	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	2	0	2
Administrative Clerk I	0	0	2	0	2
Administrative Clerk III	0	0	1	0	1
Administrative Manager I	0	0	1	0	1
Division Director	0	0	1	0	1
Human Resources Mgr III	0	0	1	0	1
Personnel Asst I	0	0	3	0	3
Personnel Asst II	1	0	2	0	3
Personnel Officer I	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Procurement Spec III	0	0	1	0	1
Program Budget Analyst II	0	0	1	0	1
Program Budget Analyst IV	0	0	1	0	1
Totals	1	0	23	0	24

Component: DOA Information Technology Support

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

Manage department information technology resources to maximize investment in hardware, software, and staff, providing consistent services across the department.

Component Services Provided

- Comprehensive around-the-clock centralized desktop computer support for the entire department
- Maintenance of the department network
- Analysis of software and hardware product requirements and enhancements
- Liaison with the Information Technology Group

Component Goals and Strategies

MAXIMIZE RETURN ON INVESTMENT IN INFORMATION TECHNOLOGY AND MINIMIZE COST OF OWNERSHIP

- Create a single logical network to share resources and tools
- Use standard hardware and software to reduce cost of providing services across the network
- Provide adequate training to technical staff to ensure they can provide excellent service

PROVIDE A CONSISTENT LEVEL OF SUPPORT ACROSS THE DEPARTMENT

- Utilize a Governance Group to establish department information technology policy and standards
- Manage the work of the DOA Information Technology team to ensure quality, timely support for all DOA locations

Key Component Issues for FY2001 – 2002

- Continuing to migrate divisions to a common minimum hardware and software level within existing budget constraints.
- Providing adequate training to technical staff to ensure they can provide excellent service.
- Continue to improve background processes such as virus detection and recovery and directory integration to improve the efficiency and safety of our computer systems.

Major Component Accomplishments for FY2000

- Expanded the use of high school and college internship programs in partnership with the Juneau Douglas High School and the University of Alaska Southeast and promoted these types of programs for offices in Anchorage.
- Implemented an automated help desk tracking system to help improve reporting and tracking desktop computer, server and connectivity problems and to provide timely performance measurement information.
- Created and managed shared equipment pools in Anchorage and Juneau to provide a cost effective way for divisional offices to have access to computer equipment, such as laptops, projection units, etc., that they need only occasionally.

Statutory and Regulatory Authority

N/A

Key Performance Measures for FY2002

Measure: The response time for desktop support.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The response time for desktop support.			X		

DOA Information Technology Support

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	837.3	844.5	891.4
72000 Travel	15.9	55.0	55.0
73000 Contractual	195.0	105.5	105.5
74000 Supplies	26.2	41.2	41.2
75000 Equipment	19.3	23.7	23.7
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,093.7	1,069.9	1,116.8
Funding Sources:			
1007 Inter-Agency Receipts	1,093.7	1,069.9	1,116.8
Funding Totals	1,093.7	1,069.9	1,116.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	1,093.7	1,069.9	1,116.3	1,116.8	1,116.8
Restricted Total		1,093.7	1,069.9	1,116.3	1,116.8	1,116.8
Total Estimated Revenues		1,093.7	1,069.9	1,116.3	1,116.8	1,116.8

DOA Information Technology Support**Proposed Changes in Levels of Service for FY2002**

No significant changes in the level of support are expected.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	1,069.9	1,069.9
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	0.5	0.5
Proposed budget increases:				
-Fund at FY2001 Cost Allocation Plan Level	0.0	0.0	46.4	46.4
FY2002 Governor	0.0	0.0	1,116.8	1,116.8

DOA Information Technology Support

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	15	15	Annual Salaries	684,927
Part-time	0	0	COLA	9,711
Nonpermanent	0	2	Premium Pay	0
			Annual Benefits	249,228
			<i>Less 5.56% Vacancy Factor</i>	(52,466)
			Lump Sum Premium Pay	0
Totals	15	17	Total Personal Services	891,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Analyst/Programmer I	1	0	1	0	2
Analyst/Programmer II	0	0	1	0	1
Analyst/Programmer III	0	0	2	0	2
Analyst/Programmer V	0	0	1	0	1
College Intern I	0	0	1	0	1
Data Processing Tech III	1	0	0	0	1
Micro/Network Spec I	0	0	1	0	1
Micro/Network Spec II	1	0	1	0	2
Micro/Network Tech II	3	0	1	0	4
Publications Spec II	0	0	1	0	1
Student Intern I	0	0	1	0	1
Totals	6	0	11	0	17

Component: Finance

Contact: Kim J. Garnero, Director, Division of Finance

Tel: (907) 465-3435 **Fax:** (907) 465-2169 **E-mail:** Kim_Garnero@admin.state.ak.us

Component Mission

The mission of the Division of Finance is to provide accountability of the State's financial resources.

Component Services Provided

- Payroll processing and accounting for all three branches of state government
- General ledger accounting including budgets and vendor payments for all three branches of government
- Production of the State's Comprehensive Annual Financial Report and other statewide reporting responsibilities
- Electronic commerce services including electronic vendor payments, purchasing card management and processing, travel card management and processing
- User documentation and information technology to support all services

Component Goals and Strategies

PROVIDE EACH STATE AGENCY WITH THE FINANCIAL POLICY, EXPERTISE, TOOLS, AND INFRASTRUCTURE IT NEEDS TO ACCOMPLISH ITS INDIVIDUAL AGENCY MISSION

- Provide flexible accounting and payroll systems so that each agency may manage its human and other resources at the optimum levels.
- Use professional accounting staff to develop and implement financial policies and procedures that are compliant with Generally Accepted Accounting Principles (GAAP).
- Provide all state agencies with access to contemporary automated business processes such as purchasing cards, travel management systems, and electronic vendor payments.

Key Component Issues for FY2001 – 2002

- Adequate staffing - The Division of Finance is comprised primarily of information technology and accounting professionals. Attracting and retaining these individuals in the current job market is an ongoing challenge. We need to provide training programs and other motivators as incentives to join and stay with our organization.
- Merging of purchasing cards and travel cards into a one-card program - The current trend is toward a single card for both purchases and travel. Cardholders find it more convenient and the associated overhead is limited to a single system. Software options are emerging that manage one-cards with web browser technology. We plan to take this route when replacing the expiring contract for purchasing cards.
- Continued improvement of training and documentation - The systems and policies for which we are responsible change constantly and new users are added every day. Keeping the training sessions and documentation current requires substantial effort.
- Payroll system changes - Vendor support for the payroll system is being discontinued for the current database. The immediate fix is a database conversion to extend the life of the system. Replacement of the current system will eventually be necessary, and a capital project has been proposed for researching replacement options.
- Paperless technologies - We are participating in the statewide digital signature/PIN development effort to move toward paperless transactions. Internally, we are beginning workflow analysis for many of the paper forms used to administer the accounting and payroll functions. Depending on the outcome of this analysis, we will move work from these paper forms to electronic means over the next few years.

Major Component Accomplishments for FY2000

The purchasing card program has been stabilized and rolled out to twelve Executive Branch agencies, as well as the Legislative Branch and Court System. The travel card program is used to some degree by all agencies. Implementing these statewide programs taught us much that will be used to improve the process in years to come.

Expanded electronic payment capability to all vendors selected by state agencies. Initializing the capability requires cooperation between agencies, vendors, and the vendors' bank. Once the link is established, this function speeds payment securely directly between the state and the vendor's bank.

Redesigned our website and added a variety of resources used by state agencies. Documentation available over the web includes downloadable versions of the Alaska Administrative Manual, the Accounting Procedures Manual, and the AKSAS Handy Guide. Many of the forms used to administer the accounting and payroll functions can be downloaded. Information specific to the purchasing card program and our electronic payment function has been added. As a result, these materials are always current and available to our users anywhere an Internet connection exists.

Statutory and Regulatory Authority

Alaska Statutes Description

09.35.330	Attachment of salary, wages, etc. of employees (mandate)
14. 40.170	Procedures for care, control, and management by the University of Alaska (UA) Board of Regents of UA monies, receipts, and disbursements.
15. 40.290	UA property and funds generally
16. 40.400	Fund for money from sale or lease of land granted by Act of Congress.
17. 43.325	Funding. (b) payments to the memorial scholarship revolving loan fund.
18. 40	Labor organizations
19. 45.280	Unclaimed property
20. 45.320	Payment or delivery of abandoned property
21. 05.020	Adoption of regulations
22. 05.040	Legal custody of records
23. 05.130	General Powers, responsible for all accounts and purchases
24. 05.140	Accounting System
25. 05.142	Accounting for Program Receipts
26. 05.150	Fund and Accounts
27. 05.165	Petty Cash Accounts
28. 05.170	Restrictions on payments and obligations
29. 05.180	Two-year limitation on payment of warrants
30. 05.190	Pre-audit of Claims
31. 05.200	Pre-audit of Receipts
32. 05.210	Fiscal Reporting and Statistics
33. 05.285	Payment for State Purchases
34. 05.500	Special Funds
35. 05.510	Working Reserve Account
36. 05.910	Applicability to University of Alaska (uniform financial procedures)
37. 05.920	Fiscal Year
38. 10.010	Disbursements
39. 10.030	Responsibility of officer or employee approving or certifying voucher
40. 10.088	Department of Administration authorized to make advances to the University
41. 15.012	Continuing debt service appropriation
42. 15.015	General Obligation Bonds
43. 15.120	Regulations for bonds
44. 15.140	Bond Committee Duties
45. 15.170	State bond committee to certify annual principal, interest, and reserve requirements
46. 25.010	Unexpended Balance of One Year Appropriations
47. 25.020	Unexpended Balance of Appropriations for Capital Projects
48. 20	Compensation and Allowances

49.	27.025	Shift Differential
50.	30	Insurance and Supplemental Employee Benefits
51.	35.680	Definition of Compensation for Retirement System.
52.	40	U.S. Savings Bonds
53.	45	Deferred Compensation Plan
43.05.	170	Payment of Warrants
44.17.	010	Delegation of functions
44.17.	030	Adoption of regulations
44.21.	020	Duties of the Department. (2) keep general accounts, (3) approve vouchers and disburse funds for all purposes.
44.21.	040	Records or accounts of Claims and Warrants
44.62		Administrative Procedure Act
44.77		Claims against the State

Federal Requirements

Internal Revenue Code

Federal Insurance Contributions Act

Fair Labor Standards Act

Federal Unemployment Tax Act

Family and Medical Leave Act

Federal Child Support Regulations

Federal Maritime Act

Cash Management Improvement Act

Freedom of Information Act

North American Free Trade Agreement (NAFTA)

U. S. Office of Management and Budget - Circular A-87, Cost Principles for State and Local Governments

V. S. Office of Management and Budget - Circular A-102, Grants and Cooperative Agreements with State and Local Governments

W. S. Office of Management and Budget - Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

Key Performance Measures for FY2002

Measure: The amount of penalty pay for the state's central payroll

(Added by Legislature in FY2001 version.)

Measure: The number of audit exceptions

(Added by Legislature in FY2001 version.)

Measure: The date the Comprehensive Annual Financial Report is completed.

(Added by Legislature in FY2001 version.)

Measure: The down time for the Alaska Statewide Accounting System and the Alaska Statewide Payroll System.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The amount of penalty pay for the state's central payroll			X		
• The number of audit exceptions			X		

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The date the Comprehensive Annual Financial Report is completed. 			X		
<ul style="list-style-type: none"> The down time for the Alaska Statewide Accounting System and the Alaska Statewide Payroll System. 			X		

Finance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,016.5	3,207.0	3,211.0
72000 Travel	31.3	3.0	3.0
73000 Contractual	2,489.7	2,339.9	2,661.6
74000 Supplies	34.8	29.2	29.2
75000 Equipment	63.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,635.9	5,579.1	5,904.8
Funding Sources:			
1004 General Fund Receipts	4,832.3	4,633.8	4,661.9
1007 Inter-Agency Receipts	795.1	808.7	1,130.4
1053 Investment Loss Trust Fund	0.0	24.1	0.0
1108 Statutory Designated Program Receipts	8.5	112.5	112.5
Funding Totals	5,635.9	5,579.1	5,904.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	13.0	0.0	0.0	0.0	0.0
Unrestricted Total		13.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	795.1	808.7	1,130.4	1,130.4	1,130.4
Statutory Designated Program Receipts	51063	8.5	112.5	112.5	112.5	112.5
Investment Loss Trust Fund	51393	0.0	24.1	24.1	0.0	0.0
Restricted Total		803.6	945.3	1,267.0	1,242.9	1,242.9
Total Estimated Revenues		816.6	945.3	1,267.0	1,242.9	1,242.9

Finance

Proposed Changes in Levels of Service for FY2002

Traditionally the Division of Finance has provided basic, centralized accounting services to state agencies. Most commonly these services have been provided through the State's statewide accounting system (AKSAS), the State's statewide payroll system (AKPAY), and related systems. More recently Finance has begun focus on enhancements to the State's financial and administrative business processes such as electronic vendor payments, purchasing cards for small purchases, travel cards for employees traveling on official state business, and other electronic commerce initiatives. In FY2002, the division will continue to focus on these ancillary systems and their smooth integration into statewide accounting services.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	4,657.9	0.0	921.2	5,579.1
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	4.0	0.0	0.0	4.0
Proposed budget increases:				
-Fund at FY2001 Level	0.0	0.0	321.7	321.7
FY2002 Governor	4,661.9	0.0	1,242.9	5,904.8

Finance

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	47	47	Annual Salaries	2,432,139
Part-time	0	0	COLA	43,944
Nonpermanent	1	1	Premium Pay	30,506
			Annual Benefits	860,236
			<i>Less 4.63% Vacancy Factor</i>	(155,825)
			Lump Sum Premium Pay	0
Totals	48	48	Total Personal Services	3,211,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	6	0	6
Accountant IV	0	0	6	0	6
Accountant V	0	0	2	0	2
Accounting Clerk II	0	0	2	0	2
Accounting Tech I	0	0	2	0	2
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Svcs Mgr	0	0	1	0	1
Analyst/Programmer I	0	0	1	0	1
Analyst/Programmer III	0	0	3	0	3
Analyst/Programmer IV	0	0	7	0	7
Analyst/Programmer V	0	0	2	0	2
College Intern I	0	0	1	0	1
Division Director	0	0	1	0	1
Payroll Manager	0	0	1	0	1
Payroll Specialist I	0	0	2	0	2
Payroll Specialist II	0	0	1	0	1
Personnel Asst I	0	0	1	0	1
Personnel Asst II	0	0	2	0	2
Personnel Specialist I	0	0	2	0	2
State Accountant	0	0	1	0	1
Totals	0	0	48	0	48

Component: Personnel

Contact: Sharon Barton, Director, Division of Personnel

Tel: (907) 465-4429 **Fax:** (907) 465-2576 **E-mail:** Sharon_Barton@admin.state.ak.us

Component Mission

To assist state agencies to hire and retain a qualified workforce.

Component Services Provided

- Provide policy direction, infrastructure, clear procedures, and training to state agencies on all aspects of human resource management
- Maintain a statewide human resource information system

Component Goals and Strategies

EFFECTIVELY ADDRESS WORKFORCE ISSUES

- Implement a statewide Workforce planning process
- Train the statewide human resource management team to more effectively analyze workforce issues and potential solutions.
- Learn and use more effective recruitment techniques

DEVELOP A COMPREHENSIVE STATEWIDE SUPERVISOR AND MANAGEMENT TRAINING PROGRAM

- Work with all agencies to identify core subjects
- Amend or develop training materials as necessary
- Develop training staff resources from existing statewide staff
- With agencies and bargaining units, develop implementation plan

DEVELOP PROPOSED SOLUTIONS TO THE JOB CLASSIFICATION SYSTEM PROBLEMS

- Revalidate problems previously identified
- Research possible solutions
- Train statewide classification staff on basic fundamentals as well as new trends in classification
- Develop a workplan to address problems within current budget/with additional funding

Key Component Issues for FY2001 – 2002

- **RECRUITMENT AND RETENTION OF A QUALIFIED WORKFORCE** is the number one problem identified by most state agencies; it is, therefore the number one priority for the Division of Personnel for FY 2002. We must learn more about what attracts young people into a specific workplace; how to market the state as an employer; and how to use more effective recruitment tools. We project that we will lose 25% of the state's workforce in the next five years just to retirement. We must therefore also learn more about how to retain our younger employees and make the necessary changes in our employee management practices, and in the structure of our wage and benefit packages.

Major Component Accomplishments for FY2000

- The Workplace Alaska bill, adopting the electronic system as the State of Alaska's official job recruitment and selection system, successfully passed in the 2000 Legislative session.
- On-line satisfaction surveys for both applicants and hiring managers using Workplace Alaska were implemented and numerous enhancements were made to the system based on information received.

- First efforts were made to address very difficult to recruit positions including: increase in job fair and career day participation; use of on-line recruitment services; and targeted classification and salary studies.
- Developed and implemented first phases of employee law training for statewide human resource management staff, supervisors, and managers, aimed at reducing the state's cost for arbitrations, court proceedings, and settlements.
- Reorganized the Anchorage Personnel Office to provide expert human resource management and labor relations advice and counselling for human resource management staffs, supervisors, and managers located in the Southcentral part of the state.

Statutory and Regulatory Authority

AS 39.25.010-.220; 39.27.011-.045; 39.26.010-020
 AS 44.21.020(8), (12); 44.21.500-508
 AS 23.40.70-.250; 23.10.500-550
 2 ACC 07.010-.999; 8 ACC 97.010-999
 Alaska Constitution, Art. XII, Sec. 6

Key Performance Measures for FY2002

Measure: The number of complaints received by state employees received by the State Commission for Human Rights.

(Added by Legislature in FY2001 version.)

Measure: The down time in the availability of Workplace Alaska

(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to settle disputed classification actions.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of complaints received by state employees received by the State Commission for Human Rights.			X		
• The down time in the availability of Workplace Alaska			X		
• The average length of time taken to settle disputed classification actions.			X		

Personnel

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,397.3	1,784.5	1,759.6
72000 Travel	57.4	49.6	49.6
73000 Contractual	519.3	661.0	668.0
74000 Supplies	38.0	25.5	25.5
75000 Equipment	86.5	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,098.5	2,520.6	2,502.7
Funding Sources:			
1004 General Fund Receipts	1,771.8	1,926.4	1,920.6
1007 Inter-Agency Receipts	326.7	506.6	506.0
1053 Investment Loss Trust Fund	0.0	10.4	0.0
1061 Capital Improvement Project Receipts	0.0	77.2	76.1
Funding Totals	2,098.5	2,520.6	2,502.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	326.7	506.6	501.0	506.0	501.0
Capital Improvement Project Receipts	51200	0.0	77.2	75.5	76.1	76.1
Investment Loss Trust Fund	51393	0.0	10.4	10.4	0.0	0.0
Restricted Total		326.7	594.2	586.9	582.1	577.1
Total Estimated Revenues		326.7	594.2	586.9	582.1	577.1

Personnel**Proposed Changes in Levels of Service for FY2002**

None anticipated.

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,936.8	0.0	583.8	2,520.6
Adjustments which will continue current level of service:				
-Transfer Personal Services Funds to Labor Relations	-54.0	0.0	0.0	-54.0
-Year 2 Labor Costs - Net Change from FY2001	2.8	0.0	-1.7	1.1
Proposed budget increases:				
-Records Center Relocation	35.0	0.0	0.0	35.0
FY2002 Governor	1,920.6	0.0	582.1	2,502.7

Personnel**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	30	31	Annual Salaries	1,343,858
Part-time	0	0	COLA	30,039
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	504,680
			<i>Less 6.33% Vacancy Factor</i>	(118,977)
			Lump Sum Premium Pay	0
Totals	30	31	Total Personal Services	1,759,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
[No valid job title]	0	0	1	0	1
Accounting Clerk II	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	1	0	2	0	3
Administrative Clerk III	0	0	1	0	1
Administrative Manager I	0	0	1	0	1
Analyst/Programmer IV	0	0	1	0	1
Data Processing Mgr II	0	0	1	0	1
Division Director	0	0	1	0	1
Micro/Network Tech II	0	0	1	0	1
Personnel Asst I	0	0	3	0	3
Personnel Asst II	0	0	3	0	3
Personnel Manager I	1	0	1	0	2
Personnel Manager II	0	0	1	0	1
Personnel Specialist I	1	0	3	0	4
Personnel Specialist II	1	0	1	0	2
Personnel Specialist III	1	0	1	0	2
Research Analyst II	0	0	1	0	1
Training Specialist	0	0	1	0	1
Totals	5	0	26	0	31

Component: Labor Relations

Contact: Sharon Barton, Director, Division of Personnel

Tel: (907) 465-4429 **Fax:** (907) 465-2576 **E-mail:** Sharon_Barton@admin.state.ak.us

Component Mission

To achieve the purposes of the Public Employment Relations Act by acting as the executive branch representative in contract negotiations and contract administration matters.

Component Services Provided

- Represent the Administration in contract negotiations
- Respond on behalf of the Commissioner of Administration to grievances and complaints
- Represent the State of Alaska in arbitration, mediation, and other dispute resolution procedures
- Represent the State of Alaska at Alaska Labor Relations Agency hearings regarding unfair labor practices, unit clarification and other matters
- Provide training and consultative services to agencies on contract negotiation and administration, and establishing and administering labor-management committees

Component Goals and Strategies

ADMINISTER EXISTING COLLECTIVE BARGAINING AGREEMENTS

- Provide decision-makers with reliable data and analysis related to contract issues
- Train agency staffs on contract terms
- Prepare interpretative memos for clarification
- Establish and maintain a forum for discussion of issues surrounding implementation of terms

MAINTAIN MUTUALLY RESPECTFUL RELATIONSHIPS WITH LABOR UNIONS

- Continue to refine procedures for handling grievances and disputes in a timely manner
- Communicate timely and clearly with labor unions
- Improve Step 3 Grievance response processes assuring that all grievances are settled at the lowest possible level in the grievance process
- Continue joint state-union training efforts begun in FY 2001

DEVELOP STRONG PARTNERSHIPS WITH AGENCIES TO MORE EFFECTIVELY DEAL WITH LABOR RELATIONS ISSUES

- Collaborate with the agencies to establish efficient and effective procedures for handling grievances and disputes in a timely manner
- Develop statewide strategy for dealing consistently with labor unions
- Collaborate with agencies on dispute resolution and progressive discipline training

PREPARE FOR LABOR CONTRACT NEGOTIATIONS WHICH WILL BEGIN IN FY 2003

- Hire a Labor Relations Manager with strong negotiations experience
- Maintain at least current staffing levels
- Refresh training for all Labor Relations staff on negotiation process and skills with additional training for chief spokespersons
- Maintain professional working relationships with all unions

Key Component Issues for FY2001 – 2002

PREPARATION FOR NEGOTIATING SUCCESSOR LABOR AGREEMENTS

Staff will be primarily concerned with analyzing and studying contract issues that cause disputes or which interfere with program performance. Additional time will be spent on specific training, on developing negotiations strategies and drafting contract proposals.

Major Component Accomplishments for FY2000

- Implemented 12 newly negotiated labor agreements.
- Improved collaboration with state agencies in performing labor relations work.
- Initiated state-union joint training for human resource managers, labor relations staffs, and union officials.

Statutory and Regulatory Authority

AS 23.40.070-250

Key Performance Measures for FY2002

Measure: The percentage of grievance arbitrations won.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The percentage of grievance arbitrations won.			X		

Labor Relations

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	709.9	763.0	808.9
72000 Travel	74.8	38.8	31.8
73000 Contractual	235.9	118.1	134.3
74000 Supplies	9.4	8.0	8.0
75000 Equipment	6.7	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,036.7	927.9	983.0
Funding Sources:			
1004 General Fund Receipts	1,036.7	923.1	983.0
1053 Investment Loss Trust Fund	0.0	4.8	0.0
Funding Totals	1,036.7	927.9	983.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Investment Loss Trust Fund	51393	0.0	4.8	4.8	0.0	0.0
Restricted Total		0.0	4.8	4.8	0.0	0.0
Total Estimated Revenues		0.0	4.8	4.8	0.0	0.0

Labor Relations**Proposed Changes in Levels of Service for FY2002**

No change in service level is contemplated for FY 2002.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	927.9	0.0	0.0	927.9
Adjustments which will continue current level of service:				
-Transfer from Division of Personnel	54.0	0.0	0.0	54.0
-Year 2 Labor Costs - Net Change from FY2001	1.1	0.0	0.0	1.1
FY2002 Governor	983.0	0.0	0.0	983.0

Labor Relations**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	12	12	Annual Salaries	615,560
Part-time	0	0	COLA	13,727
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	216,223
			<i>Less 4.33% Vacancy Factor</i>	(36,610)
			Lump Sum Premium Pay	0
Totals	12	12	Total Personal Services	808,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk III	0	0	1	0	1
Labor Rel Specialist I	0	0	2	0	2
Labor Rel Specialist II	0	0	3	0	3
Labor Rel Specialist III	0	0	3	0	3
Labor Relations Mgr	0	0	1	0	1
Personnel Asst II	0	0	1	0	1
Personnel Specialist I	0	0	1	0	1
Totals	0	0	12	0	12

Component: Purchasing

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2198 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

To provide centralized support services for procurement.

Component Services Provided

- Establish cost-effective multi-agency term contracts for high use supplies and services needed by all agencies.
- Provide training to client agencies on the application of AS 36.30, 2 AAC 12 and the Alaska Administrative Manual.
- Provide consultation to client agencies to assist them in their procurement of supplies, services and professional services.
- Participate and facilitate in cooperative purchases with qualified public procurement units to increase buying power and leverage limited resources.
- Provide guidance and leadership in procurement by supplying procurement information, policy manuals, automated procurement tools and other necessary information.

Component Goals and Strategies

Provide procurement leadership through the use of on-line internet-based procurement tools.

- Continue development and deployment of the Web based on-line procurement system for state agencies and vendors.

Provide procurement leadership that fosters a competitive acquisition process through training, consultation, and guidance to agencies.

- Implement a statewide procurement officer certification program to ensure competent, trained individuals conduct all procurements.
- Effectively manage staff and resources to increase service levels to customers by offering new and updated training classes to agency staff.
- Effectively manage staff and resources to add new term contract awards for use by all state agencies.

Key Component Issues for FY2001 – 2002

Increase the current level of services while utilizing the same staff resources to:

- Automate systems and procurement methods using the Internet to foster improved efficiency for state agencies, improved access for Alaska vendors to state business, and enhanced reporting on state purchasing activities;
- Improve statewide procurement training through the addition and modification of training classes and continuing the statewide procurement officer certification program;
- Develop and implement on-line registrar system to track state procurement officer certifications, training records, and delegations of purchasing authority;
- Increase the number of statewide term contracts available for all state agencies and political subdivisions.

Major Component Accomplishments for FY2000

- Developed a state procurement curriculum and a training program for state employees. More than 550 state employees received this training during 2000.
- Re-bid contracts for security and parking enforcement for the Juneau state office buildings.
- Conducted quarterly meats and grocery bids for three state facilities.
- Rebid the natural gas contract for Anchorage and Mat-Su Valley.
- Awarded a new contract for express package delivery service.

- Rebid the software contract which provides for the purchase, license, and maintenance and support of a variety of software for all state agencies.
- Established new statewide term contracts for paper fax machines.
- Administered the various statewide contracts covering supplies and services such as microcomputers, office supplies, heating fuel, bakery goods, groceries, meats, car rental, copiers, laboratory equipment, laundry supplies, and pharmaceuticals which resulted in significant savings to the State.

Statutory and Regulatory Authority

AS 36.30
AS 44.21.020 (1), (4)
2 AAC 12

Key Performance Measures for FY2002

Measure: The number of violations of procurement codes.
(Added by Legislature in FY2001 version.)

Measure: The money saved through the use of master contracts.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of violations of procurement codes.			X		
• The money saved through the use of master contracts.			X		

Purchasing

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	824.4	821.0	851.2
72000 Travel	26.3	4.4	4.4
73000 Contractual	197.6	163.5	132.8
74000 Supplies	11.1	14.6	14.6
75000 Equipment	27.4	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,086.8	1,003.5	1,003.0
Funding Sources:			
1004 General Fund Receipts	1,059.2	997.4	1,003.0
1007 Inter-Agency Receipts	27.6	0.0	0.0
1053 Investment Loss Trust Fund	0.0	6.1	0.0
Funding Totals	1,086.8	1,003.5	1,003.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	106.4	25.3	25.3	40.0	50.0
Unrestricted Total		106.4	25.3	25.3	40.0	50.0
Restricted Revenues						
Investment Loss Trust Fund	51393	0.0	6.1	6.1	0.0	0.0
Restricted Total		0.0	6.1	6.1	0.0	0.0
Total Estimated Revenues		106.4	31.4	31.4	40.0	50.0

Purchasing**Proposed Changes in Levels of Service for FY2002**

None anticipated.

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,003.5	0.0	0.0	1,003.5
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-0.5	0.0	0.0	-0.5
FY2002 Governor	1,003.0	0.0	0.0	1,003.0

Purchasing**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	14	14	Annual Salaries	661,143
Part-time	0	0	COLA	11,362
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	232,075
			<i>Less 5.90% Vacancy Factor</i>	(53,380)
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	851,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Administrative Assistant	1	0	0	0	1
Administrative Clerk III	0	0	2	0	2
Administrative Manager IV	0	0	1	0	1
Chief Procurement Off	0	0	1	0	1
Contracting Officer III	0	0	5	0	5
Contracting Officer IV	0	0	1	0	1
Division Director	0	0	1	0	1
Totals	1	0	13	0	14

Component: Property Management

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2198 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

To provide centralized support services for property management.

Component Services Provided

State Property Accountability

- Assist agencies to maintain the most accurate and effective management system for property control.
- Provide guidance and direction including training, development of procedures, and accountability reviews.
- Maintain a statewide inventory system that is composed of over a billion dollars of inventory.
- Develop standardized property accounting procedures to provide physical count and evaluation of personal property assets.
- Assist agencies to provide accurate inventory reports for the State's Annual Financial Report, and to Risk Management, Emergency Services, the Legislature, and other interested persons.

State Surplus Property Disposal

- Coordinate statewide reutilization efforts to locate and transfer available excess property items to State agencies.
- Direct agency property trade-in requests, disposals and destruction of State owned personal property.
- Store, display, and market excess property items.
- Conduct cost effective public sales of excess and obsolete personal property generating an optimum return of revenue to the State.
- Collect and deposit sale revenues, and disperse proceeds to appropriate state accounts.

Federal Surplus Property Program (FSPP)

- Acquire, warehouse, allocate, and distribute donated surplus property to eligible program participants.
- Reissue usable surplus property by direct transfers within rural areas of Alaska.
- Assess and collect service fees sufficient to fully cover the cost of operations.
- Execute and administer agreements pursuant to eligibility, acquisition and utilization of property as required by federal law and the State Plan of Operation.
- Market benefits of available assistance to prospective client organizations to achieve increased statewide participation.
- Train and assist participants to locate and obtain available property.

Component Goals and Strategies

Improve operation efficiency, customer service, and cost effectiveness by:

- Minimizing outlays and expenses by reducing paper dependency, streamlining procedures, and eliminating redundancy;
- Capturing greater revenues through increased sales;
- Deploy a newly developed automated on-line state inventory and property control system;
- Provide cross training skill enhancement training to maximize staff productivity;
- Improve storage capacity and protection of surplus and donated assets by improvements to the state and federal warehouses and storage yard.

Key Component Issues for FY2001 – 2002

- Completion of the development and deployment stages of a new state inventory and property control system which will more adequately meet the needs of agencies, property officers, and financial reporting requirements.

· Staffing levels continue to be at an absolute minimum thereby limiting operating capacity especially in federal surplus property transfers to other governmental agencies as well as to the state's non-profit organizations.

Major Component Accomplishments for FY2000

- Increased surplus storage capacity by at least 10%.
- Completed the design of the new inventory system.
- Re-issued over \$2 million in state surplus property among departments.
- Received more than \$1 million in trade-in credits for state surplus.
- Sold over 11,100 state surplus items with an original acquisition value exceeding \$25 million.
- Distributed more than \$37 million in federally donated assets.
- State revenue from federal surplus surcharges reached approximately \$446.0.

Statutory and Regulatory Authority

AS 36.30.010 (4)
AS 36.30.040 (9)
AS 36.30.070 (1), (2), (3), (4)
AS 36.30.710
AS 37.05.500
AS 44.21.020 (1), (4)
AS 44.68.110
AS 44.68.120-140
2 AAC 12.580
2 AAC 12.590
2 AAC 12.600
2 AAC 12.610

Property Management

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	438.8	446.0	443.2
72000 Travel	11.7	3.3	13.3
73000 Contractual	229.5	350.1	340.1
74000 Supplies	8.7	18.9	18.9
75000 Equipment	33.7	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	722.4	818.3	815.5
Funding Sources:			
1004 General Fund Receipts	12.3	43.1	42.3
1005 General Fund/Program Receipts	409.0	365.2	369.4
1033 Surplus Property Revolving Fund	301.1	404.3	403.8
1053 Investment Loss Trust Fund	0.0	5.7	0.0
Funding Totals	722.4	818.3	815.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
General Fund Program Receipts	51060	409.0	365.2	365.2	369.4	375.0
Surplus Property Revolving Fund	51085	439.6	404.3	403.8	403.8	403.8
Investment Loss Trust Fund	51393	0.0	5.7	5.7	0.0	0.0
Restricted Total		848.6	775.2	774.7	773.2	778.8
Total Estimated Revenues		848.6	775.2	774.7	773.2	778.8

Property Management**Proposed Changes in Levels of Service for FY2002**

None anticipated.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	414.0	404.3	0.0	818.3
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-2.3	-0.5	0.0	-2.8
FY2002 Governor	411.7	403.8	0.0	815.5

Property Management

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	8	8	Annual Salaries	324,090
Part-time	0	0	COLA	6,209
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	131,169
			<i>Less 3.96% Vacancy Factor</i>	(18,268)
			Lump Sum Premium Pay	0
Totals	8	8	Total Personal Services	443,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Clerk II	1	0	0	0	1
Procurement Spec II	2	0	0	0	2
Procurement Spec IV	1	0	0	0	1
Stock & Parts Svcs Journey II	0	0	1	0	1
Stock & Parts Svcs Sub Journey	3	0	0	0	3
Totals	7	0	1	0	8

Component: Central Mail

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

To provide centralized mailroom support services.

Component Services Provided

Central Mail Services

- Daily mail posting and post office delivery.
- Daily interagency mail receipt, sorting, and distribution.
- Scheduled volume inserting and posting services for warrants from the following systems: AKSAS, AKPAY, PERS and TRS Payroll, Longevity Bonus, and the Permanent Fund Dividend.
- Scheduled volume folding for all state agencies.
- Scheduled volume labeling for all state agencies.
- Scheduled volume document processing for insertion and posting to all state agencies.

Forms Management

- Maintain and sell an inventory of centralized administrative forms used by all state agencies.
- Coordinate the revision of forms with responsible agency.

Component Goals and Strategies

Provide cost effective centralized mail services for state agencies.

- Maximize the use of mail handling and processing resources to capture volume discounts for state agencies.
- Improve equipment maintenance to reduce downtime.

Key Component Issues for FY2001 – 2002

- Continue to improve the state's ability to reduce postage costs: 1) provide centralized mail services, and 2) provide advice and consultation to decentralized agency mail operations on methods (sorting, bulk mail, and bar coding) to maximize their postage savings.
- Reduce the cost of statewide forms by working with the Divisions of Finance and Personnel to create electronic on-line inter-active and/or downloadable forms. Electronic forms reduce costs for printing, storage, distribution, and program management.

Major Component Accomplishments for FY2000

- The Permanent Fund Division and Central Mail Services continued the money savings process begun in FY1999 of inserting multiple PFD warrants into a single envelope for "household addresses". On an annual basis this process saves approximately \$60.0 in postage and \$8.0 in consumable supplies.
- The Division of Finance and Central Mail Services implemented bar coding for warrants generated by AKSAS thereby reducing annual postage costs by an estimated \$12.5.

Statutory and Regulatory Authority

AS 44.21.020 (1), (6)
AS 44.99.200-240

Central Mail
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	214.4	235.0	236.6
72000 Travel	0.0	0.8	0.8
73000 Contractual	698.5	864.6	864.6
74000 Supplies	31.3	32.2	32.2
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	944.2	1,132.6	1,134.2
Funding Sources:			
1007 Inter-Agency Receipts	944.2	1,132.6	1,134.2
Funding Totals	944.2	1,132.6	1,134.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	944.2	1,132.6	1,132.6	1,134.2	1,134.2
Restricted Total		944.2	1,132.6	1,132.6	1,134.2	1,134.2
Total Estimated Revenues		944.2	1,132.6	1,132.6	1,134.2	1,134.2

Central Mail**Proposed Changes in Levels of Service for FY2002**

None anticipated.

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	1,132.6	1,132.6
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	1.6	1.6
FY2002 Governor	0.0	0.0	1,134.2	1,134.2

Central Mail

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	5	5	Annual Salaries	170,776
Part-time	0	0	COLA	2,684
Nonpermanent	2	2	Premium Pay	0
			Annual Benefits	73,453
			<i>Less 4.18% Vacancy Factor</i>	(10,313)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	236,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Manager I	0	0	1	0	1
Mail Clerk Carrier I	0	0	2	0	2
Mail Clerk Carrier II	0	0	4	0	4
Totals	0	0	7	0	7

Component: Retirement and Benefits

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

To assure benefits for public employees and retirees.

Component Services Provided

Record keeping and counseling services for the following retirement systems:

- Public Employees' (PERS)
- Teachers' (TRS)
- Judicial (JRS)
- National Guard and Naval Militia (NGNMRS)
- Elected Public Officers (EPORS)

Record keeping and counseling services for two benefit programs:

- Supplemental Annuity Plan
- Supplemental Benefits System

Counseling services for the Deferred Compensation Plan

Administers group health insurance and life insurance programs for active state employees and retired members of the retirement systems, including claims adjudication and counseling. The division has offices in Juneau and Anchorage and provides services to other Alaskan communities by telephone, Internet/e-mail and during field trips.

Component Goals and Strategies

TO ADMINISTER THE STATE'S RETIREMENT AND BENEFIT PLANS EFFICIENTLY AND EFFECTIVELY.

- Maintain accurate records
- Distribute benefits in a timely manner
- Protect participants' assets
- Negotiate most cost beneficial benefit plan rates
- Assist employers and employees to make informed decisions
- Provide the maximum in customer service at minimum in cost to the retirement trust funds and each participant.

Key Component Issues for FY2001 – 2002

- Scheduled transition to a union-managed trust for active employee participants of the group health plan who are members of the General Government Bargaining Unit beginning July 1, 2001.
- Legislative changes to bring existing retirement systems statutes and regulations into compliance with the Internal Revenue Code.
- Board election for the Public Employees Retirement (PERS) as the term for one elected board member's seat is set to expire April 5, 2002.
- Retirement and Benefits Systems Growth: Projections prepared by the Division of Retirement and Benefits indicate that the number of PERS and TRS retirees will double over the next 10 years. We also project a gradual increase in the number of PERS and TRS active employees.

Major Component Accomplishments for FY2000

- On-line computer services for active and retired members were enhanced.

- The employee benefits statement and open enrollment processes were combined to reduce the filing burden for benefits systems participants and contain costs.
- Conversion to the Combined Retirement system (CRS) computer system and implementation of computer systems changes for "Y2K" compliance.

Statutory and Regulatory Authority

AS 39.35, 2 AAC 35 Public Employees' Retirement System
 AS 14.25, AS 14.20.310-345, 2 AAC 36 Teachers' Retirement System
 AS 39.30.090-095 Group Health and Life Insurance
 2 AAC 39 Long Term Care Insurance
 AS 22.25, 2 AAC 37.010-090 Judicial Retirement System

Key Performance Measures for FY2002

Measure: The length of time taken to process appointments to retirement.

(Added by Legislature in FY2001 version.)

Measure: The number of health insurance reimbursement complaints.

(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to process health care claims.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The length of time taken to process appointments to retirement.			X		
• The number of health insurance reimbursement complaints.			X		
• The average length of time taken to process health care claims.			X		

Retirement and Benefits

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	5,384.2	5,784.7	5,913.1
72000 Travel	151.4	206.8	206.8
73000 Contractual	2,703.9	3,442.5	4,027.0
74000 Supplies	123.6	62.0	62.0
75000 Equipment	326.5	85.6	85.6
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	8,689.6	9,581.6	10,294.5
Funding Sources:			
1007 Inter-Agency Receipts	61.4	1.2	1.2
1017 Benefits Systems Receipts	2,640.0	2,814.3	2,914.1
1023 FICA Administration Fund Account	90.9	112.9	112.7
1029 Public Employees Retirement Fund	4,149.5	4,662.1	5,123.4
1034 Teachers Retirement System Fund	1,635.9	1,873.8	2,022.6
1042 Judicial Retirement System	24.6	25.1	25.1
1045 National Guard Retirement System	87.3	92.2	95.4
Funding Totals	8,689.6	9,581.6	10,294.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	1.2	1.2	1.2	1.2	1.2
FICA Administration Fund Account	51040	90.9	112.9	112.9	112.7	112.7
Public Employees Retirement Fund	51065	4,149.5	4,662.1	4,662.1	5,127.4	5,103.5
Teachers Retirement System Fund	51090	1,635.9	1,873.8	1,873.8	2,022.6	1,999.7
Judicial Retirement System	51125	24.6	25.1	25.1	25.1	26.0
National Guard Retirement System	51135	87.3	92.2	92.2	95.4	94.2
Benefits System Receipts	51390	2,640.0	2,814.3	2,814.3	2,914.1	2,905.7
Restricted Total		8,629.4	9,581.6	9,581.6	10,298.5	10,243.0

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Total Estimated Revenues		8,629.4	9,581.6	9,581.6	10,298.5	10,243.0

Retirement and Benefits

Proposed Changes in Levels of Service for FY2002

- Access to on-line computer services for active and retired members will be further enhanced.
- A customer service initiative will be implemented to improve direct service to active and retired members who contact the division. Service enhancements will include an 800 number and staff whose main purpose is answering telephone and mailed inquiries.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	9,581.6	9,581.6
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	3.0	3.0
-CHAPTER 109 SLA 00 Fiscal Note Reduction	0.0	0.0	-4.0	-4.0
Proposed budget increases:				
-R&B DP Systems Enhancements	0.0	0.0	200.0	200.0
-R&B Legal Services	0.0	0.0	62.5	62.5
-R&B Medical Examination Services	0.0	0.0	20.0	20.0
-R&B Actuarial/Benefits Consulting Services	0.0	0.0	180.0	180.0
-R&B Communications Enhancements	0.0	0.0	26.0	26.0
-R&B PERS Board Election	0.0	0.0	100.0	100.0
-R&B Clerical Positions	0.0	0.0	125.4	125.4
FY2002 Governor	0.0	0.0	10,294.5	10,294.5

Retirement and Benefits

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	100	103	Annual Salaries	4,507,584
Part-time	0	0	COLA	72,609
Nonpermanent	5	5	Premium Pay	24,909
			Annual Benefits	1,726,321
			<i>Less 6.61% Vacancy Factor</i>	(418,323)
			Lump Sum Premium Pay	0
Totals	105	108	Total Personal Services	5,913,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	4	0	4
Accountant III	0	0	5	0	5
Accountant V	0	0	1	0	1
Accounting Clerk II	0	0	7	0	7
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	4	0	4
Accounting Tech III	0	0	2	0	2
Administrative Clerk I	0	0	3	0	3
Administrative Clerk II	0	0	4	0	4
Administrative Clerk III	1	0	2	0	3
Administrative Manager IV	0	0	1	0	1
Analyst/Programmer II	0	0	1	0	1
Analyst/Programmer III	0	0	1	0	1
Analyst/Programmer IV	0	0	5	0	5
Analyst/Programmer V	0	0	2	0	2
Data Processing Mgr III	0	0	1	0	1
Data Processing Tech I	0	0	1	0	1
Data Processing Tech II	0	0	1	0	1
Division Director	0	0	1	0	1
Information Officer II	0	0	1	0	1
Internal Auditor II	0	0	1	0	1
Internal Auditor III	0	0	1	0	1
Microfilm Equip Op I	0	0	2	0	2
Microfilm Equip Op II	0	0	1	0	1
Microfilm Equip Op III	0	0	1	0	1
Payroll Specialist II	0	0	1	0	1
Publications Spec III	0	0	1	0	1
Publications Tech II	0	0	1	0	1
Retirement & Benefits Spec I	1	0	6	0	7
Retirement & Benefits Tech I	0	0	2	0	2
Retirement & Benefits Tech II	2	0	17	0	19
Retirement & Benefits Tech III	0	0	7	0	7
Retirement Ben Manager	0	0	2	0	2
Retirement Ben Spec II	2	0	7	0	9
Retirement Ben Spec III	0	0	2	0	2
Secretary	0	0	1	0	1
Totals	6	0	102	0	108

Component: Group Health Insurance

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4470 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

This component simply holds the funds for group health administration which is managed as a program of the Retirement and Benefits Component.

Component Services Provided

- Health claims processing
- Customer service
- Initial complaint and dispute resolution
- Utilization review and case management
- Assisting the state with compliance with the Consolidated Omnibus Budgetary Reconciliation Act (COBRA) and other continuation plans
- Establishing health care provider and pharmacy networks
- Providing a toll-free health advice telephone line staffed with nurses, and a wellness newsletter
- Issuing payments for Health Care Reimbursements Accounts (HCRAs)

Component Goals and Strategies

See Retirement and Benefits Component

Key Component Issues for FY2001 – 2002

See Retirement and Benefits Component

Major Component Accomplishments for FY2000

See Retirement and Benefits Component

Statutory and Regulatory Authority

AS 39.30.090-095 Group Life and Health Insurance, Group Health and Life Benefits Fund
2 AAC 39.900-905 Group Health Insurance (miscellaneous provisions)

Group Health Insurance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	7.2	0.0	0.0
73000 Contractual	12,624.8	14,317.8	14,317.8
74000 Supplies	0.1	0.0	0.0
75000 Equipment	10.7	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	12,642.8	14,317.8	14,317.8
Funding Sources:			
1017 Benefits Systems Receipts	12,642.8	14,317.8	14,317.8
Funding Totals	12,642.8	14,317.8	14,317.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Benefits System Receipts	51390	12,642.8	14,317.8	14,317.8	14,317.8	12,904.1
Restricted Total		12,642.8	14,317.8	14,317.8	14,317.8	12,904.1
Total Estimated Revenues		12,642.8	14,317.8	14,317.8	14,317.8	12,904.1

Group Health Insurance**Proposed Changes in Levels of Service for FY2002**

See Retirement and Benefits Component

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	14,317.8	14,317.8
FY2002 Governor	0.0	0.0	14,317.8	14,317.8

Component: Labor Agreements Miscellaneous Items

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

This component holds funding for miscellaneous provisions of existing bargaining unit agreements.

Component Services Provided

Funding in this component for FY2002 is to provide training to supervisory unit members in accordance with the bargaining unit agreement.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Labor Agreements Miscellaneous Items**Component Financial Summary***All dollars in thousands*

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	50.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	50.0
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	50.0
Funding Totals	0.0	0.0	50.0

Labor Agreements Miscellaneous Items**Proposed Changes in Levels of Service for FY2002**

No service changes.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	0.0	0.0
Adjustments which will continue current level of service:				
-Transfer from Office of the Governor to fund Supervisory Unit training	50.0	0.0	0.0	50.0
FY2002 Governor	50.0	0.0	0.0	50.0

Component: Unallocated Reduction

Contact: Dan Spencer, Director, Division of Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

None.

Component Services Provided

Component Goals and Strategies

None.

Key Component Issues for FY2001 – 2002

None.

Major Component Accomplishments for FY2000

None.

Statutory and Regulatory Authority

None.

Unallocated Reduction
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	0.0
Funding Sources:			
None.			
Funding Totals	0.0	0.0	0.0

Unallocated Reduction
Proposed Changes in Levels of Service for FY2002

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	0.0	0.0
FY2002 Governor	0.0	0.0	0.0	0.0

Unallocated Reduction**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	0	0	Annual Salaries	0
Part-time	0	0	Premium Pay	0
Nonpermanent	0	0	Annual Benefits	0
			<i>Less % Vacancy Factor</i>	()
			Lump Sum Premium Pay	0
Totals	0	0	Total Personal Services	

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
No personal services.					
Totals	0	0	0	0	0

Leases Budget Request Unit

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

BRU Mission

Provide cost effective and efficient office space for state agencies in a timely manner.

BRU Services Provided

- Procure private lease space for the use of state agencies.
- Manage and administer over 260 leases statewide.
- Manage and administer use of space in state leased facilities.
- Provide space-planning recommendations.
- Conduct lease rate and lease space availability market research studies.
- Consolidate state owned and/or leases space when economies can be realized.

BRU Goals and Strategies

Provide cost effective management of the State's lease portfolio.

- Assure efficient use of space in state leased facilities.
- Provide suitable, economical office space that meets state agency needs.
- Replace, in a timely and efficient manner, expiring state leases where needed.
- Implement an improved tracking system to provide better state agency customer service and response time.

Key BRU Issues for FY2001 – 2002

- Deploy an automated lease tracking and projection data management system.
- Obtain replacement space for leases expiring in FY2001 and FY2002.
- Obtain new or additional space for state agencies as required.

The following leases have expirations during FY2002 and if they are replaced, the cost of a new lease may exceed the limits set in AS 36.30.080 (c) of \$500,000 per year or \$2.5 million for the life of the lease; this list shall serve as the required notification. The annual lease costs are the costs of the current leases. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included. This estimate is simply the current annual cost multiplied by 15 to represent the average length of a new lease including renewal options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation.

Lease #	Location	Current Agency	Annual Sq. Ft.	Expiration Cost	Potential Date	Total Cost
N/A	Anchorage	H&SS	24,076	722,280	N/A	10,834,200
2181	Juneau	Law/DOA	8,673	174,848	6/30/01	2,888,109
N/A	Anchorage	DOA	8,644	217,000	11/30/17	3,255,000
N/A	Anchorage	DCED	23,000	550,000	3/31/26	8,250,000
2371	Fairbanks	DOT/PF	14,202	288,000	7/31/17	4,320,000

Major BRU Accomplishments for FY2000

- Obtained replacement space for leases expiring in FY2000 and FY2001.
- Consolidated the Department of Health and Social Services administrative offices in Anchorage.

- Provided space to be used by the consolidated Department of Community and Economic Development.
- Designed, planned, constructed and relocated the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building in Anchorage.

Leases

BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
Leases	23,885.6	0.0	11,447.6	35,333.2	20,331.7	0.0	10,427.6	30,759.3	22,192.6	0.0	10,427.6	32,620.2
Lease Administration	559.3	0.0	114.9	674.2	386.7	0.0	118.8	505.5	385.5	0.0	118.5	504.0
Totals	24,444.9	0.0	11,562.5	36,007.4	20,718.4	0.0	10,546.4	31,264.8	22,578.1	0.0	10,546.1	33,124.2

Leases

Proposed Changes in Levels of Service for FY2002

Funding for Lease Obligations:

An increment request for \$1,900.0 of General Funds is requested and will be used to pay contractual lease obligations.

Agency Operations Transfer to PBF Building:

In FY2001 the Department of Public Safety moved from private leased space to the Juneau Public Safety Building (a Public Building Fund facility). Therefore, a transfer from the Leases component to the Department of Public Safety's State Facilities Rent is requested.

A transfer to the Department of Community and Economic Development State Facilities Rent component will adjust their Atwood Building funding level to their actual level of facility occupancy. During the transition to the Atwood Building from private lease space the measurement of actual space occupied by the agency was not possible due to construction.

Leases

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	20,718.4	0.0	10,546.4	31,264.8
Adjustments which will continue current level of service:				
-Leases	-39.1	0.0	0.0	-39.1
-Lease Administration	-1.2	0.0	-0.3	-1.5
Proposed budget increases:				
-Leases	1,900.0	0.0	0.0	1,900.0
FY2002 Governor	22,578.1	0.0	10,546.1	33,124.2

Component: Leases

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2198 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

This component holds the funding to pay state lease costs -- please refer to the Lease Administration component for a more complete description of this component.

Component Services Provided

This component holds the funding to pay state lease costs -- please refer to the Lease Administration component for a more complete description of this component.

Component Goals and Strategies

This component holds the funding to pay state lease costs -- please refer to the Lease Administration component for a more complete description of this component.

Key Component Issues for FY2001 – 2002

This component holds the funding to pay state lease costs -- please refer to the Lease Administration component for a more complete description of this component.

Major Component Accomplishments for FY2000

This component holds the funding to pay state lease costs -- please refer to the Lease Administration component for a more complete description of this component.

Statutory and Regulatory Authority

AS 36.30.080

AS 44.21.020 (1), (5)

Key Performance Measures for FY2002

Measure: The cost per square foot of leased space.

(Added by Legislature in FY2001 version.)

Measure: The length of time taken to procure leased space.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The cost per square foot of leased space.			X		
• The length of time taken to procure leased space.			X		

Leases

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	34,978.6	30,759.3	32,620.2
74000 Supplies	0.0	0.0	0.0
75000 Equipment	354.6	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	35,333.2	30,759.3	32,620.2
Funding Sources:			
1004 General Fund Receipts	23,885.6	20,331.7	22,192.6
1007 Inter-Agency Receipts	11,447.6	10,427.6	10,427.6
Funding Totals	35,333.2	30,759.3	32,620.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	17.6	17.6	17.6	17.6	17.6
Unrestricted Total		17.6	17.6	17.6	17.6	17.6
Restricted Revenues						
Interagency Receipts	51015	11,447.6	10,427.6	10,427.6	10,427.6	10,427.6
Restricted Total		11,447.6	10,427.6	10,427.6	10,427.6	10,427.6
Total Estimated Revenues		11,465.2	10,445.2	10,445.2	10,445.2	10,445.2

Leases

Proposed Changes in Levels of Service for FY2002

Funding for Lease Obligations:

An increment request for \$1,900.0 of General Funds is requested and will be used to pay contractual lease obligations.

Agency Operations Transfer to PBF Building:

In FY2001 the Department of Public Safety moved from private leased space to the Juneau Public Safety Building (a Public Building Fund facility). Therefore, a transfer from the Leases component to the Department of Public Safety's State Facilities Rent is requested.

A transfer to the Department of Community and Economic Development State Facilities Rent component will adjust their Atwood Building funding level to their actual level of facility occupancy. During the transition to the Atwood Building from private lease space the measurement of actual space occupied by the agency was not possible due to construction.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	20,331.7	0.0	10,427.6	30,759.3
Adjustments which will continue current level of service:				
-Transfer to Dept. of Public Safety	-24.3	0.0	0.0	-24.3
-Transfer to Dept. of Community & Economic Development	-14.8	0.0	0.0	-14.8
Proposed budget increases:				
-Funding for Lease Obligations	1,900.0	0.0	0.0	1,900.0
FY2002 Governor	22,192.6	0.0	10,427.6	32,620.2

Component: Lease Administration**Contact: Chris Parce, Director, Division of General Services****Tel:** (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us**Component Mission**

Provide cost effective and efficient office space for state agencies in a timely manner.

Component Services Provided

- Procure private lease space for the use of state agencies.
- Manage and administer over 260 leases statewide.
- Manage and administer use of space in state leased facilities.
- Provide space-planning recommendations.
- Conduct lease rate and lease space availability market research studies.
- Consolidate state owned and/or leases space when economies can be realized.

Component Goals and Strategies

Provide cost effective management of the State's lease portfolio.

- Assure efficient use of space in state leased facilities.
- Provide suitable, economical office space that meets state agency needs.
- Replace, in a timely and efficient manner, expiring state leases where needed.
- Implement an improved tracking system to provide better state agency customer service and response time.

Key Component Issues for FY2001 – 2002

- Obtain replacement space for leases expiring in FY2001 and FY2002.
- Deploy an automated lease tracking and projection data management system.
- Obtain new or additional space for state agencies as required.

Major Component Accomplishments for FY2000

- Obtained replacement space for leases expiring in FY2000 and FY2001.
- Consolidated the Department of Health and Social Services administrative offices in Anchorage.
- Provided space to be used by the consolidated Department of Community and Economic Development.
- The design, planning, construction and relocation of the Office of the Governor, the Department of Revenue, the Department of Community and Economic Development, and the Department of Natural Resources from the Frontier Building to the Atwood Building.

The following leases have expirations during FY2002 and if they are replaced, the cost of a new lease may exceed the limits set in AS 36.30.080 (c) of \$500,000 per year or \$2.5 million for the life of the lease. The annual lease costs are the costs of the current leases. Replacement of these leases will take place throughout the next fiscal year and the actual replacement costs are not known at the time of budget preparation. A projection of the potential total cost of the replacement leases has been included. This estimate is simply the current annual cost multiplied by 15 times to represent the average length of a new lease including renewal options. The actual annual and total cost of each lease will be determined by market conditions at the time of solicitation. This list shall serve as the required notification.

Lease #Location	Current Agency	Annual Sq. Ft.	Expiration Cost	Potential Date	Total Cost
-----------------	----------------	----------------	-----------------	----------------	------------

					Component — Lease Administration	
N/A	Anchorage	H&SS	24,076	722,280	N/A	10,834,200
2181	Juneau	Law/DOA	8,673	174,848	6/30/01	2,888,109
N/A	Anchorage	DOA	8,644	217,000	11/30/17	3,255,000
N/A	Anchorage	DCED	23,000	550,000	3/31/26	8,250,000
2371	Fairbanks	DOT/PF	14,202	288,000	7/31/17	4,320,000

Statutory and Regulatory Authority

AS 36.30.080
AS 44.21.020 (1), (5)

Lease Administration

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	560.1	496.3	486.0
72000 Travel	15.5	5.0	5.0
73000 Contractual	54.8	0.0	8.8
74000 Supplies	16.0	4.2	4.2
75000 Equipment	27.8	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	674.2	505.5	504.0
Funding Sources:			
1004 General Fund Receipts	559.3	383.9	385.5
1007 Inter-Agency Receipts	114.9	118.8	118.5
1053 Investment Loss Trust Fund	0.0	2.8	0.0
Funding Totals	674.2	505.5	504.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	114.9	118.8	118.5	118.5	118.5
Investment Loss Trust Fund	51393	0.0	2.8	2.8	0.0	0.0
Restricted Total		114.9	121.6	121.3	118.5	118.5
Total Estimated Revenues		114.9	121.6	121.3	118.5	118.5

Lease Administration**Proposed Changes in Levels of Service for FY2002**

None.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	386.7	0.0	118.8	505.5
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-1.2	0.0	-0.3	-1.5
FY2002 Governor	385.5	0.0	118.5	504.0

Lease Administration

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	7	8	Annual Salaries	364,186
Part-time	0	0	COLA	5,351
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	130,286
			<i>Less 2.77% Vacancy Factor</i>	(13,823)
			Lump Sum Premium Pay	0
Totals	7	8	Total Personal Services	486,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	0	0	1	0	1
Accounting Tech II	0	0	1	0	1
Contracting Officer III	3	0	0	0	3
Contracting Officer IV	1	0	0	0	1
Facilities Manager II	1	0	1	0	2
Totals	5	0	3	0	8

Facilities Budget Request Unit

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

BRU Mission

Maintain state owned buildings in good order and in a functional state while providing cost effective and efficient space for state agencies and private tenants (until private tenant leases expire and space is converted to state agency use).

BRU Services Provided

Provide for the day to day and long term operations, maintenance and management of the following eight (8) Public Building Fund facilities:

- Atwood Building (Anchorage)
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)
- Fairbanks Regional Office Building

Provide for the day to day and long term operations, maintenance and management of the following seven (7) non Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capital Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- Juneau Glacier Avenue Building
- State Museum and Building Annex (Juneau)
- Juneau Support Building

- Plan and account for use of space in state owned facilities.
- Provide for the renewal and replacement of essential building components to insure that the maximum life span of the public investment in the asset is realized.

BRU Goals and Strategies

- Provide cost effective administration of the state owned facilities.
- Provide a responsive program of maintenance, operations, and governance to address the needs of the facility occupants.
- Consolidate state owned or leased space when economies can be realized.
- Continue transition of management responsibility for non Public Building fund facilities from the Department of Transportation and Public Facilities.
- Adequately address the maintenance and operational issues of the fifteen (15) facilities.
- Identify building components requiring renewal and replacement in FY2002 - 2003.

Key BRU Issues for FY2001 – 2002

- Address high priority projects for renewal and replacement of essential building components.
- Incorporate and effectively manage the maintenance and operations of all 15 facilities.

- Transition management responsibility for non Public Building Fund facilities from the Department of Transportation and Public Facilities.
- Complete the transition of agencies from the Frontier Building to the Atwood Building.

Major BRU Accomplishments for FY2000

Public Building Fund Facilities:

- Planned and developed a rental rate structure for Public Building Fund related facilities including identification of the buildings, costs, and rental rate methodology.
- Identified building components requiring renewal and replacement in FY2001 - 2002.
- Established tenant agency steering committees and user groups to assist with program implementation.
- Established agency occupancy agreements for use by tenant state agencies and collected rent from state agencies as well as private tenants.
- Established building cost centers and methods to identify and distribute the costs in monthly rental rates.
- Developed the depreciation schedule and established the portion of the rental rate that will be used to fund the renewal and replacement of essential building components.
- Implemented a federal cost allocation plan for the facilities.
- Developed and initiated tenant governance policies, procedures, and organizations.

Non Public Building Fund Facilities:

- FY2002 is the first year of operation; component did not exist in FY2000.

Facilities

BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures												
None.												
Non-Formula Expenditures												
Facilities	0.0	0.0	0.0	0.0	0.0	0.0	6,602.6	6,602.6	146.8	0.0	7,116.4	7,263.2
Facilities Administration	0.0	0.0	0.0	0.0	0.0	0.0	96.1	96.1	0.0	0.0	221.9	221.9
NPBF Facilities	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	982.8	0.0	100.0	1,082.8
Totals	0.0	0.0	0.0	0.0	0.0	0.0	6,698.7	6,698.7	1,129.6	0.0	7,438.3	8,567.9

Facilities

Proposed Changes in Levels of Service for FY2002

Facilities Administration Component:

1 PCN and \$100.0 Public Building Fund Increment/Facilities Administration:

Approval of an increment request for one permanent full time position and \$100.0 of Public Building Fund authorization will formalize a prior year revised program by establishing a critical administrative position and providing needed administrative funding authorization. The increment requests a position for an Administrative Assistant and provides the authorization needed to bill tenant agencies for administrative services provided by this component of service.

I/A Increment for Administration of Public Facilities:

Increment request to add inter-agency receipt authority to the Facilities Administration component for administration of public facilities.

Facilities - Public Building Fund Facilities:

Operational Costs Funding (\$148.8 Public Building Fund):

An increment is requested for \$148.8 of Public Building Fund authorization. The increment is based upon the FY2002 rental rate calculations for the 8 facilities represented by this component which demonstrates that additional authorization is needed to pay for increases in utility costs and other operational expenses. The fund source for this authorization is the Public Building Fund where annual rental fees paid by tenant agencies are deposited.

I/A Increment for Maintenance Workers:

An increment is requested for \$28.0 of Interagency Receipt authority to partially fund 3 vacant positions which are to be transferred from the Department of Transportation and Public Facilities. Once the 3 PCNs are filled, and their costs funded, the positions will augment existing facilities maintenance staff. (see related transfer request titled DCED General Fund Transfer.)

DCED General Fund Transfer:

Approval of a transfer request for \$151.2 of General Funds from the Department of Community and Economic Development is required to provide the remaining portion (see related increment request titled I/A Increment for Maintenance Workers) of the funding needed to pay the costs of 3 vacant PCNs being transferred from the Department of Transportation and Public Facilities.

14 PCN Transfer from DOT/PF for PBF Facilities:

A transfer of \$332.8 of I/A Receipt authority is requested from the Department of Transportation and Public Facilities for fourteen (14) PCNs which are also being transferred. Eleven (11) of the positions are filled and funded and spend a portion of their time working on Non-Public Building Fund facilities; therefore, a portion of the funding for these positions is being requested as a transfer in the Non-Public Building Fund Facilities component. The remaining three (3) vacant PCNs will be funded using General Funds (\$151.2) transferred from the Department of Community and Economic Development and an increment request for Interagency Receipt authority (\$28.0).

Line Item Transfer to Fund 14 PCN Transfer from DOT:

A line item transfer request is being submitted in order to transfer contractual line item authorization to the personal service line item. The authorization will be used to partially fund the 14 positions transferred from the Department of Transportation and Public Facilities.

Facilities - Non Public Building Fund Facilities:

I/A Receipt Transfer - Non-PBF Building Construction Services:

A transfer request for \$100.0 of Interagency Receipt authorization from the Department of Transportation and Public Facilities will be used to provide construction services for space build-out and alterations for tenants.

Transfer Funding for 11 PCN from DOT/PF for non PBF Facilities:

Approval of a transfer request for \$982.8 of General Funds will transfer funding formerly appropriated to the Department of Transportation and Public Facilities for the maintenance and operation of the Non-Public Building Fund facilities. The transferred funds will pay the facilities operating and maintenance costs as well as a portion (see below) of the personal service costs for the 11 filled and funded positions which currently maintain these facilities. These positions also spend a portion of their time working on Public Building Fund facilities; therefore, a portion of the funding and the positions themselves are being requested as a transfer in the Public Building Fund Facilities component.

Facilities

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	6,698.7	6,698.7
Adjustments which will continue current level of service:				
-Facilities	146.8	0.0	337.0	483.8
-Facilities Administration	0.0	0.0	-0.2	-0.2
-NPBF Facilities	982.8	0.0	100.0	1,082.8
Proposed budget increases:				
-Facilities	0.0	0.0	176.8	176.8
-Facilities Administration	0.0	0.0	126.0	126.0
FY2002 Governor	1,129.6	0.0	7,438.3	8,567.9

Component: Facilities

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

This component holds the funding to pay costs associated with Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Component Services Provided

- Provide funding for the day to day and long term operations and maintenance for the following eight (8) Public Building Fund facilities:
- Atwood Building (Anchorage)
- Fairbanks Regional Office Building
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)

Component Goals and Strategies

This component holds the funding to pay costs associated with Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Key Component Issues for FY2001 – 2002

This component holds the funding to pay costs associated with Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Major Component Accomplishments for FY2000

This component holds the funding to pay costs associated with Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Statutory and Regulatory Authority

AS 37.05.570

AS 44.21.020 (1), (5)

Facilities

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	847.2
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	6,602.6	6,416.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	6,602.6	7,263.2
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	146.8
1007 Inter-Agency Receipts	0.0	0.0	360.4
1147 Public Building Fund	0.0	6,602.6	6,756.0
Funding Totals	0.0	6,602.6	7,263.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	0.0	0.0	0.0	360.4	360.4
Public Building Fund	51432	0.0	6,602.6	6,602.6	6,756.0	6,602.6
Restricted Total		0.0	6,602.6	6,602.6	7,116.4	6,963.0
Total Estimated Revenues		0.0	6,602.6	6,602.6	7,116.4	6,963.0

Facilities

Proposed Changes in Levels of Service for FY2002

Operational Costs Funding (\$148.8 Public Building Fund):

An increment is requested for \$148.8 of Public Building Fund authorization. The increment is based upon the FY2002 rental rate calculations for the 8 facilities represented by this component which demonstrates that additional authorization is needed to pay for increases in utility costs and other operational expenses. The fund source for this authorization is the Public Building Fund where annual rental fees paid by tenant agencies are deposited.

I/A Increment for Maintenance Workers:

An increment is requested for \$28.0 of Interagency Receipt authority to partially fund 3 vacant positions which are to be transferred from the Department of Transportation and Public Facilities. Once the 3 PCNs are filled, and their costs funded, the positions will augment existing facilities maintenance staff. (see related transfer request titled DCED General Fund Transfer.)

DCED General Fund Transfer:

Approval of a transfer request for \$151.2 of General Funds from the Department of Community and Economic Development is required to provide the remaining portion (see related increment request titled I/A Increment for Maintenance Workers) of the funding needed to pay the costs of 3 vacant PCNs being transferred from the Department of Transportation and Public Facilities.

14 PCN Transfer from DOT/PF for PBF Facilities:

A transfer of 332.8 of I/A Receipt authority is requested from the Department of Transportation and Public Facilities for fourteen (14) PCNs which are also being transferred. Eleven (11) of the positions are filled and funded and spend a portion of their time working on Non-Public Building Fund facilities; therefore, a portion of the funding for these positions is being requested as a transfer in the Non-Public Building Fund Facilities component. The remaining three (3) vacant PCNs will be funded using General Funds (\$151.2) transferred from the Department of Community and Economic Development and an increment request for Interagency Receipt authority (\$28.0).

Line Item Transfer to Fund 14 PCN Transfer from DOT/PF:

A line item transfer request is being submitted in order to transfer contractual line item authorization to the personal service line item. The authorization will be used to partially fund the 14 positions transferred from the Department of Transportation and Public Facilities.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	6,602.6	6,602.6
Adjustments which will continue current level of service:				
-Maintenance Funding Tranferred From DCED	151.2	0.0	0.0	151.2
-Maintenance Funding and Positions Transferred From DOTPF	0.0	0.0	332.8	332.8
-Year 2 Labor Costs - Net Change from FY2001	-4.4	0.0	4.2	-0.2
Proposed budget increases:				
-Public Building Operations Costs	0.0	0.0	148.8	148.8
-Building Maintenance Funding	0.0	0.0	28.0	28.0

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2002 Governor	146.8	0.0	7,116.4	7,263.2

Facilities

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	0	9	Annual Salaries	541,851
Part-time	0	5	COLA	14,378
Nonpermanent	0	0	Premium Pay	76,956
			Annual Benefits	226,182
			<i>Less 1.42% Vacancy Factor</i>	(12,167)
			Lump Sum Premium Pay	0
Totals	0	14	Total Personal Services	847,200

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Maint Gen Journey	0	0	6	0	6
Maint Gen Lead	0	0	1	0	1
Maint Gen Sub - Journey I	0	0	4	0	4
Maint Gen Sub - Journey II	0	0	1	0	1
Maint Spec Bfc Foreman	0	0	1	0	1
Maint Spec Bfc Jrny II/Lead	0	0	1	0	1
Totals	0	0	14	0	14

Component: Non-Public Building Fund Facilities

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

This component holds the funding to pay costs associated with non Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Component Services Provided

· Provide funding for the day to day operations and maintenance for the following seven (7) Non- Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capital Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- Juneau Glacier Avenue Building
- State Museum and Building Annex (Juneau)
- Juneau Support Building

Component Goals and Strategies

This component holds the funding to pay costs associated with non Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Key Component Issues for FY2001 – 2002

This component holds the funding to pay costs associated with non Public Building Fund facilities --please refer to the Facilities Administration component for a more complete description of this component.

Major Component Accomplishments for FY2000

FY2002 is the first year of operation; component did not exist in FY2000.

Statutory and Regulatory Authority

AS 44.21.020 (1), (5)

Non-Public Building Fund Facilities

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	915.4
74000 Supplies	0.0	0.0	167.4
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	1,082.8
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	982.8
1007 Inter-Agency Receipts	0.0	0.0	100.0
Funding Totals	0.0	0.0	1,082.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	0.0	0.0	0.0	100.0	0.0
Restricted Total		0.0	0.0	0.0	100.0	0.0
Total Estimated Revenues		0.0	0.0	0.0	100.0	0.0

Non-Public Building Fund Facilities**Proposed Changes in Levels of Service for FY2002**

I/A Receipt Transfer - Non-PBF Building Construction Services:

A transfer request for \$100.0 of Interagency Receipt authorization from the Department of Transportation and Public Facilities will be used to provide construction services for space build-out and alterations for tenants.

Transfer Funding for 11 PCN from DOT/PF for non PBF Facilities:

Approval of a transfer request for \$982.8 of General Funds will transfer funding formerly appropriated to the Department of Transportation and Public Facilities for the maintenance and operation of the Non-Public Building Fund facilities. The transferred funds will pay the facilities operating and maintenance costs as well as a portion (see below) of the personal service costs for the 11 filled and funded positions which currently maintain these facilities. These positions also spend a portion of their time working on Public Building Fund facilities; therefore, a portion of the funding and the positions themselves are being requested as a transfer in the Public Building Fund Facilities component.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	0.0	0.0
Adjustments which will continue current level of service:				
-Build-Out and Alteration Services:	0.0	0.0	100.0	100.0
-Operation & Maintenance of Juneau Non-PBF Facilities	982.8	0.0	0.0	982.8
FY2002 Governor	982.8	0.0	100.0	1,082.8

Component: Facilities Administration

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2189 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

Maintain state owned buildings in good order and in a functional state while providing cost effective and efficient space for state agencies and private tenants (until private tenant leases expire and space is converted to state agency use).

Component Services Provided

Provide for the day to day and long term operations, maintenance and management of the following eight (8) Public Building Fund facilities:

- Atwood Building (Anchorage)
- State Office Building (Juneau)
- Alaska Office Building (Juneau)
- Community Building (Juneau)
- Court Plaza Building (Juneau)
- Douglas Island Building (Juneau)
- Public Safety Building (Juneau)
- Fairbanks Regional Office Building

Provide for the day to day and long term operations, maintenance and management of the following seven (7) non Public Building Fund facilities:

- Governor's House
- 3rd Floor of the Capital Building (Juneau)
- Diamond Courthouse (Juneau)
- Juneau Archives/Records Center
- Juneau Glacier Avenue Building
- State Museum and Building Annex (Juneau)
- Juneau Support Building

- Plan and account for use of space in state owned facilities.
- Provide for the renewal and replacement of essential building components to insure that the maximum life span of the public investment in the asset is realized.

Component Goals and Strategies

- Provide cost effective administration of the state owned facilities.
- Provide a responsive program of maintenance, operations, and governance to address the needs of the facility occupants.
- Consolidate state owned or leased space when economies can be realized.
- Continue transition of management responsibility for non Public Building fund facilities from the Department of Transportation and Public Facilities.
- Adequately address the maintenance and operational issues of the fifteen (15) facilities.
- Identify building components requiring renewal and replacement in FY2002 - 2003.

Key Component Issues for FY2001 – 2002

- Address high priority projects for renewal and replacement of essential building components.
- Incorporate and effectively manage the maintenance and operations of all 15 facilities.

- Transition management responsibility for non Public Building Fund facilities from the Department of Transportation and Public Facilities.
- Complete the transition of agencies from the Frontier Building to the Atwood Building.

Major Component Accomplishments for FY2000

Public Building Fund Facilities:

- Planned and developed a rental rate structure for Public Building Fund related facilities including identification of the buildings, costs, and rental rate methodology.
- Identified building components requiring renewal and replacement in FY2001 - 2002.
- Established tenant agency steering committees and user groups to assist with program implementation.
- Established agency occupancy agreements for use by tenant state agencies and collected rent from state agencies as well as private tenants.
- Established building cost centers and methods to identify and distribute the costs in monthly rental rates.
- Developed the depreciation schedule and established the portion of the rental rate that will be used to fund the renewal and replacement of essential building components.
- Implemented a federal cost allocation plan for the facilities.
- Developed and initiated tenant governance policies, procedures, and organizations.

Non Public Building Fund Facilities:

- FY2002 is the first year of operation; component did not exist in FY2000.

Statutory and Regulatory Authority

AS 37.05.570

AS 44.21.020 (1), (5)

Facilities Administration

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	67.2	193.0
72000 Travel	0.0	3.5	3.5
73000 Contractual	0.0	23.4	23.4
74000 Supplies	0.0	2.0	2.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	96.1	221.9
Funding Sources:			
1007 Inter-Agency Receipts	0.0	0.0	26.5
1147 Public Building Fund	0.0	96.1	195.4
Funding Totals	0.0	96.1	221.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	0.0	0.0	0.0	26.5	26.5
Public Building Fund	51432	0.0	96.1	96.1	195.4	195.4
Restricted Total		0.0	96.1	96.1	221.9	221.9
Total Estimated Revenues		0.0	96.1	96.1	221.9	221.9

Facilities Administration

Proposed Changes in Levels of Service for FY2002

1 PCN and \$100.0 Public Building Fund Increment/Facilities Administration:

Approval of an increment request for one permanent full time position and \$100.0 of Public Building Fund authorization will formalize a prior year revised program by establishing a critical administrative position and providing needed administrative funding authorization. The increment requests positions for an Administrative Assistant and provides the authorization needed to bill tenant agencies for administrative services provided by this component of service.

I/A Increment for Administration of Public Facilities:

Increment request to add inter-agency receipt authority to the Facilities Administration component for administration of public facilities.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	96.1	96.1
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	-0.2	-0.2
Proposed budget increases:				
-Public Building Program Support	0.0	0.0	126.0	126.0
FY2002 Governor	0.0	0.0	221.9	221.9

Facilities Administration

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	0	2	Annual Salaries	147,148
Part-time	0	0	COLA	1,877
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	52,837
			<i>Less 4.39% Vacancy Factor</i>	(8,862)
			Lump Sum Premium Pay	0
Totals	0	2	Total Personal Services	193,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Totals	0	0	2	0	2

BRU/Component: Administration State Facilities Rent

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Dan Spencer, Director, Administrative Services

Tel: (907) 465-5655 **Fax:** (907) 465-2194 **E-mail:** Dan_Spencer@admin.state.ak.us

Component Mission

To fund necessary maintenance and help prevent future deferred maintenance problems in the eight buildings in the new state facilities rent pool.

Component Services Provided

Implement the first year of the State Facilities Rent Structure.

Component Goals and Strategies

Improve the condition of state buildings and help prevent future deferred maintenance problems by implementing the first year phase of a state facilities rent structure.

Key Component Issues for FY2001 – 2002

Not applicable.

Major Component Accomplishments for FY2000

Not applicable.

Statutory and Regulatory Authority

Not applicable.

Administration State Facilities Rent

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	464.6	440.8
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	464.6	440.8
Funding Sources:			
1004 General Fund Receipts	0.0	464.6	440.8
Funding Totals	0.0	464.6	440.8

Administration State Facilities Rent**Proposed Changes in Levels of Service for FY2002**

Not applicable.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	464.6	0.0	0.0	464.6
Adjustments which will continue current level of service:				
-Transfer to Div. of Motor Vehicles for Lease Costs	-20.9	0.0	0.0	-20.9
-Transfer to DHSS for Facility Rent	-2.9	0.0	0.0	-2.9
FY2002 Governor	440.8	0.0	0.0	440.8

Special Systems Budget Request Unit

Contact: Guy Bell, Director, Retirement and Benefits

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** guy_bell@admin.state.ak.us

BRU Mission

This BRU simply holds funds for the Elected Public Officers Retirement System (EPORS) and Unlicensed Vessel Participant Annuity Retirement Plan (UVPARP) benefits payments. See Retirement and Benefits component.

BRU Services Provided

See Retirement and Benefits Component.

BRU Goals and Strategies

See Retirement and Benefits component.

Key BRU Issues for FY2001 – 2002

The health insurance premium paid for EPORS retirees is expected to increase by 10% for FY2002. There is no system-sponsored health plan associated with the UVPARP.

Major BRU Accomplishments for FY2000

Benefits were issued to 33 eligible EPORS retirees in FY2000. As of the end of FY00, annuities had been purchased for 39 of the 57 UVPARP members eligible to receive retirement benefits under provisions of the plan.

Special Systems

BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures												
UVPARP	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	75.0	0.0	0.0	75.0
EPORS	1,111.5	0.0	0.0	1,111.5	1,111.5	0.0	0.0	1,111.5	1,036.5	0.0	0.0	1,036.5
Non-Formula Expenditures												
None.												
Totals	1,111.5	0.0	0.0	1,111.5	1,111.5	0.0	0.0	1,111.5	1,111.5	0.0	0.0	1,111.5

Special Systems**Proposed Changes in Levels of Service for FY2002**

No significant service changes are anticipated.

Special Systems**Summary of BRU Budget Changes by Component****From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,111.5	0.0	0.0	1,111.5
Adjustments which will continue current level of service:				
-UVPARP	75.0	0.0	0.0	75.0
-EPORS	-75.0	0.0	0.0	-75.0
FY2002 Governor	1,111.5	0.0	0.0	1,111.5

Component: Unlicensed Vessel Participant Annuity Retirement Plan

Contact: Guy Bell, Director

Tel: (907) 465-4471 **Fax:** (907) 465-3086 **E-mail:** guy_bell@admin.state.ak.us

Component Mission

See Retirement and Benefits component.

Component Services Provided

The Unlicensed Vessel Participant Annuity Retirement Plan (UVPARP) was a union-sponsored retirement plan offered to state DOT/PF employees who were working aboard the vessels of the Alaska Marine Highway System and were members of the Inland Boatmen's Union of the Pacific (IBUP) in the 1960's. Most members of this small retirement system converted their service and contributions to the PERS in 1992. The Division of Retirement and Benefits assumed the role of plan administrator for the 57 members who elected to remain in the UVPARP.

Members of the UVPARP are eligible to receive an early retirement benefit at age 55 and a normal benefit at age 65. Members may choose either a 5-year certain annuity or joint/survivor lifetime benefit.

Component Goals and Strategies

See Retirement and Benefits Component.

Key Component Issues for FY2001 – 2002

The division is currently attempting to contact two surviving spouses of members who are deceased.

Major Component Accomplishments for FY2000

As of the end of FY2000, annuities had been purchased for 39 of the 57 UVPARP members eligible to receive a retirement benefit under provisions of the plan. Three members will be eligible to receive a normal benefit under UVPARP in FY02; one will be eligible for an early benefit in FY02. Three more members will be eligible for a normal benefit in FY03. Projected annuities will cost between \$19,000 and \$25,000 each to purchase.

Statutory and Regulatory Authority

No statutes and regulations.

Unlicensed Vessel Participant Annuity Retirement Plan

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	75.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	0.0	0.0	75.0
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	75.0
Funding Totals	0.0	0.0	75.0

Unlicensed Vessel Participant Annuity Retirement Plan

Proposed Changes in Levels of Service for FY2002

No significant service changes are anticipated.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	0.0	0.0
Adjustments which will continue current level of service:				
-Transfer from EPORS to fund annuity purchase	75.0	0.0	0.0	75.0
FY2002 Governor	75.0	0.0	0.0	75.0

Component: Elected Public Officers Retirement System Benefits

Contact: Guy Bell, Director, Retirement & Benefits

Tel: (907) 465-4470 **Fax:** (907) 465-3086 **E-mail:** Guy_Bell@admin.state.ak.us

Component Mission

See Retirement and Benefits Component. This component simply holds funds for EPORS payments.

Component Services Provided

See Retirement and Benefits Component.

Component Goals and Strategies

See Retirement and Benefits Component.

Key Component Issues for FY2001 – 2002

The health insurance premium paid for EPORS retirees is expected to increase by 10% for FY2001.

Major Component Accomplishments for FY2000

Benefits were issued to 33 eligible retirees in FY2000.

Statutory and Regulatory Authority

The Elected Public Officers Retirement System (EPORS) became effective with CH 205, SLA 1975. Subsequent to the enactment of this legislation, a referendum on the EPORS legislation was submitted to a vote of the people; they voted to repeal the legislation. In the case State v. Allen, the Alaska Supreme Court held that all elected public officers who were participating in EPORS at the time of repeal (10/14/76) are entitled to the benefits provided by EPORS upon retirement.

AS 39.35.389

AS 39.70 (This repealed statute is still printed in the bound volumes of the Alaska Statutes)

Elected Public Officers Retirement System Benefits**Component Financial Summary***All dollars in thousands*

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	8.7	15.0	15.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	6.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,096.5	1,096.5	1,021.5
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,111.5	1,111.5	1,036.5
Funding Sources:			
1004 General Fund Receipts	1,111.5	1,111.5	1,036.5
Funding Totals	1,111.5	1,111.5	1,036.5

Elected Public Officers Retirement System Benefits**Proposed Changes in Levels of Service for FY2002**

No significant service changes are anticipated.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,111.5	0.0	0.0	1,111.5
Adjustments which will continue current level of service:				
-Transfer to new Unlicensed Vessel Participant Annuntiy Retirement Plan component	-75.0	0.0	0.0	-75.0
FY2002 Governor	1,036.5	0.0	0.0	1,036.5

BRU/Component: Information Technology Group

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To provide technology support for data processing and telecommunications infrastructure.

Component Services Provided

- **Computer Resources:** enterprise computing services that provide state agencies a variety of computing environments and tools through centrally managed large, medium, and small platforms.
- **Consolidated Network:** Connectivity which allows data communications from desktops to centrally managed and agency managed computing platforms within buildings (LANs), locations within communities (MANs), communities throughout the state (WANs), and locations outside of the state government structure (Internet).
- **Facilities Management:** Operational and environmental support for agency managed computing platforms.
- **Telephone Services:** Centrally managed telephone services for state agencies in Juneau, Anchorage, and Fairbanks.
- **Telecommunication leased or dedicated line service:** A variety of telecommunications transmission services including voice, radio, and data provided by the State of Alaska Telecommunications System (SATS).
- **Telecommunications Services:** Assistance to state agencies for the design, purchase, installation, maintenance, FCC licensing coordination, and property control of agency owned communications systems and equipment.
- **Technical Services:** Partnering of information service professionals with agencies to identify and refine agency requirements for technology solutions to their information exchange needs.

Component Goals and Strategies

- 1) **ENSURE THAT ALL SERVICES PROVIDED BY THE INFORMATION TECHNOLOGY GROUP (ITG) AND OUR PARTNER PRIVATE SECTOR PROVIDERS ARE CONSISTENT WITH THE POLICIES AND SERVICE LEVELS ESTABLISHED BY THE ADMINISTRATIVE SOLUTIONS TEAM (AST) AND THE TELECOMMUNICATIONS INFORMATION COUNCIL (TIC).**
 - Coordinate customer requirements, problem areas, and desired enhancements for ITG services with the Administrative Solutions Team. Work with the Administrative Solutions Team to assign priorities, staffing, and funding for central computing and telecommunications projects and services.
 - In concert with state agency customers, establish rates for services and keep abreast of rate development changes/issues through training opportunities.
 - Support the Telecommunications Information Council through the Commissioner of Administration by identifying and addressing key technology issues facing the State of Alaska.
- 2) **PROVIDE COST EFFECTIVE SOLUTIONS TO AGENCY INFORMATION NEEDS THROUGH INNOVATIVE PLANNING, DEVELOPMENT, INTEGRATION AND IMPLEMENTATION OF TECHNOLOGIES, PRODUCTS, AND SERVICES.**
 - Implement a statewide Information Resources Strategic Plan with the Administrative Solutions Team and Telecommunications Information Council concurrence.
 - Provide core staffing and management resources within ITG to implement and support strategic plan direction and technologies.
 - Continue to modernize the way ITG provides central services through flexible computing environments that deliver cost-effective services based upon a statewide strategic plan.

- Continue to deploy technologies and services that allow agencies to enhance citizen access to state government services.
- Implement and monitor new contractual relationships between state and commercial telecommunication providers to meet bandwidth needs.
- Work on behalf of customer agencies to assure quality of telecommunication services provided by commercial partners.

3) ENSURE THAT COMMUNICATION SERVICES PROVIDED BY ITG ARE CAPABLE OF SERVING STATE AGENCY NEEDS.

- Implement new cost effective solutions within the scope of the Telecommunications Partnering Plan.
- Assure interoperability and efficiencies are obtained within the scope of telecom contracts for the state's telecommunications networks.
- Increase partnerships with private sector technology vendors to enhance the state's ability to obtain cost effective contractual services.
- Support rural communications to ensure critical life/health/safety needs are met.
- Continue to expand advanced telephone services to serve state agency needs consistent with solutions provided through the Telecommunications Partnering Plan.

Key Component Issues for FY2001 – 2002

TIC policy, agency business needs, and the Telecommunications Partnering Plan along with a new statewide Information Resources Strategic Plan will be defining ITG's core services, priorities and staffing. The successful implementation of these initiatives will require ITG to change and refocus core services and staffing to accomplish these initiatives in order to meet customer and citizen demand. Without the successful implementation of these initiatives, customers may not have access to the most cost-effective methods of meeting their departmental missions through technology.

The Information Technology Group (ITG) will develop a partnership with private enterprise to provide telecommunications services to state agencies. This partnership must provide telecommunications infrastructure and support that is cost effective and able to quickly respond to changing technology and market conditions.

Major Component Accomplishments for FY2000

- Successful Y2K remediation and certification of central computing and telecommunications infrastructure. Received third-place in the 1999/2000 Digital State survey and second-place in the E-Commerce category. This survey measures progress across eight categories of government information technology.
- Installation and deployment of telecommunication infrastructure needed to provide services to State agencies occupying the Atwood building.
- Implementation of a Virtual Tape Library System enhancing computer services to State agencies.
- Installed a Trunked Radio System at the Anchorage International Airport.
- Installed a replacement radio dispatch system for Fairbanks Troopers.
- Enhanced citizen access to state government through improvements to the state's primary Internet web presence.
- Upgraded the microwave radio system from analog to digital technology from Anchorage to Fairbanks.
- Installed directory and messaging server upgrades to support added functionality of statewide systems and to bring about efficiencies to those systems.
- Implementation of new web based problem and change management system (Advanced Help Desk) for ITG services.
- Initiated the development of regulations opening state owned telecommunication sites to private use.
- Initiated the statewide coordination of a land mobile radio system allowing interoperability between state, federal and local emergency communications systems.

Statutory and Regulatory Authority

AS 44.21.150-160, AS 44.21.305-330

Key Performance Measures for FY2002**Measure: Down time for the mainframe computer.***(Added by Legislature in FY2001 version.)***Measure: Down time for telecommunications systems.***(Added by Legislature in FY2001 version.)***Measure: The number of on-line services***(Added by Legislature in FY2001 version.)***Status of FY2001 Performance Measures**

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• Down time for the mainframe computer.			X		
• Down time for telecommunications systems.			X		
• The number of on-line services			X		

Information Technology Group

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	8,353.2	9,645.3	9,677.0
72000 Travel	211.3	224.5	224.5
73000 Contractual	8,266.7	8,547.8	8,547.8
74000 Supplies	1,000.0	1,347.1	1,347.1
75000 Equipment	1,363.7	1,073.8	1,073.8
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	19,194.9	20,838.5	20,870.2
Funding Sources:			
1081 Information Service Fund	19,194.9	20,838.5	20,870.2
Funding Totals	19,194.9	20,838.5	20,870.2

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Information Service Fund	51385	22,858.6	20,838.5	20,838.5	20,870.2	20,870.2
Restricted Total		22,858.6	20,838.5	20,838.5	20,870.2	20,870.2
Total Estimated Revenues		22,858.6	20,838.5	20,838.5	20,870.2	20,870.2

Information Technology Group**Proposed Changes in Levels of Service for FY2002**

Increased partnerships with private sector providers - New automated credit card acceptance applications, along with new online processes for delivering state services directly to citizens without the need for interaction with state employees, is driving increased partnerships with agencies in deploying solutions for customer information/applications needs.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	20,838.5	20,838.5
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	31.7	31.7
FY2002 Governor	0.0	0.0	20,870.2	20,870.2

Information Technology Group

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	129	129	Annual Salaries	7,408,712
Part-time	0	0	COLA	131,274
Nonpermanent	2	5	Premium Pay	291,845
			Annual Benefits	2,595,165
			<i>Less 7.19% Vacancy Factor</i>	<i>(749,996)</i>
			Lump Sum Premium Pay	0
Totals	131	134	Total Personal Services	9,677,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant V	0	0	1	0	1
Accounting Clerk II	1	0	1	0	2
Accounting Spvr II	0	0	1	0	1
Accounting Tech I	1	0	2	0	3
Accounting Tech II	0	0	1	0	1
Accounting Tech III	0	0	1	0	1
Administrative Assistant	0	0	1	0	1
Administrative Clerk I	0	0	1	0	1
Administrative Clerk II	0	0	2	0	2
Administrative Clerk III	1	1	0	0	2
Administrative Manager II	1	0	0	0	1
Analyst/Programmer III	1	0	1	0	2
Analyst/Programmer IV	2	0	2	0	4
Analyst/Programmer V	3	0	1	0	4
Comm Eng Assoc I	1	0	1	0	2
Comm Eng Assoc II	2	0	1	0	3
Comm Eng I	1	1	0	0	2
Comm Eng II	1	0	0	0	1
Contracting Officer III	1	0	0	0	1
Data Communicatns Spec I	2	1	2	0	5
Data Communicatns Spec II	1	0	2	0	3
Data Processing Mgr I	0	0	1	0	1
Data Processing Mgr II	1	0	0	0	1
Data Processing Mgr III	2	0	3	0	5
Data Processing Prod Mgr	0	0	2	0	2
Data Processing Tech I	0	0	5	0	5
Data Processing Tech II	2	0	7	0	9
Data Processing Tech III	2	0	3	0	5
Data Security Spec	0	0	1	0	1
Database Specialist I	1	0	2	0	3
Database Specialist II	0	0	2	0	2
Database Specialist III	2	0	1	0	3
Dep Dir Telecomm Svcs	1	0	0	0	1
Director, Info Technology	0	0	1	0	1
Division Director	0	0	1	0	1
Electronic Maint Spvr	1	0	0	0	1
Information Officer III	0	0	1	0	1
Maint Spec Etronics Journey I	13	4	3	3	23
Maint Spec Etronics Lead	1	1	0	0	2

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Micro/Network Spec I	0	0	1	0	1
Micro/Network Spec II	0	0	1	0	1
Procurement Spec II	0	0	1	0	1
Project Coordinator	0	0	1	0	1
Secretary	0	0	1	0	1
Student Intern	1	0	2	0	3
Student Intern I	0	0	1	0	1
Supply Technician II	1	0	0	0	1
Systems Programmer II	0	0	2	0	2
Systems Programmer III	2	0	5	0	7
Systems Programmer IV	1	0	1	0	2
Systems Programmer V	0	0	1	0	1
Telecomm Planner I	0	0	1	0	1
Telecomm Planner II	0	0	1	0	1
Totals	50	8	73	3	134

BRU/Component: Information Services Fund

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Larry Walsh, Director

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** larry_walsh@admin.state.ak.us

Component Mission

This BRU/component shows appropriations into the Information Services Fund (ISF). These are fees received from non-state agencies for services provided or, in the case of general funds, amounts contributed to the ISF for a particular purpose.

Component Services Provided

No services provided.

Component Goals and Strategies

Not applicable.

Key Component Issues for FY2001 – 2002

Not applicable.

Major Component Accomplishments for FY2000

Not applicable.

Statutory and Regulatory Authority

No statutes and regulations.

Information Services Fund
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	650.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	55.0	55.0
Expenditure Totals	0.0	55.0	705.0
Funding Sources:			
1004 General Fund Receipts	0.0	0.0	650.0
1108 Statutory Designated Program Receipts	0.0	55.0	55.0
Funding Totals	0.0	55.0	705.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Statutory Designated Program Receipts	51063	0.0	55.0	30.0	55.0	55.0
Restricted Total		0.0	55.0	30.0	55.0	55.0
Total Estimated Revenues		0.0	55.0	30.0	55.0	55.0

Information Services Fund**Proposed Changes in Levels of Service for FY2002**

No service changes.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	55.0	55.0
Proposed budget increases:				
-Emergency Communications	650.0	0.0	0.0	650.0
Infrastructure Support				
FY2002 Governor	650.0	0.0	55.0	705.0

Public Communications Services Budget Request Unit

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

BRU Mission

To ensure infrastructure for the dissemination of information statewide.

BRU Services Provided

The Alaska Public Broadcasting Joint Venture (APBJV) advocates to the Corporation for Public Broadcasting, US Department of Commerce and other federal agencies and private organizations to identify additional funding sources for Alaska Public Broadcasting.

Support of the delivery of public broadcast programming through four full-power television stations, numerous low power television translators and via satellite transmission.

Operating grants to public radio and television stations throughout Alaska.

The Satellite Infrastructure component provides the backbone for the delivery of the following:

- Alaska One - Statewide public television originating at KUAC Fairbanks, distributed by satellite and broadcast throughout the state, reducing overhead and duplication of effort.
- Alaska Two - Gavel to Gavel coverage of the Legislature and other government activities originating from KTOO Juneau, distributed by satellite, accessible to 80% of Alaskans (no direct state support).
- Alaska Three - Distance education from the University of Alaska and the Distance Delivery Consortium, distributed by satellite and reaching 100 communities and rural campuses (no direct state support).
- Rural Television- The Satellite Interconnection Project carries the Alaska Rural Communications Service, the programming of which receives no operating support from the state, reaching some 248 villages and communities across Alaska with educational, news and information, and commercial television programming.
- Delivery of the State and Federal Emergency Alert Service, data and transmitter control circuits, and delivery of public radio programming to individual local stations.
- APBJV Staff now manage the SIP Technical Monitoring effort including providing one stop service for trouble shooting system problems at the community level, repair and replacement of integral components at the system level or the community level, and technical referrals for matters requiring special or on-site work.

Because there is no terrestrial or other platform for delivery of these services, this makes the transport of these and other vital state communications needs a basic piece of the State's infrastructure.

BRU Goals and Strategies

PROVIDE EMERGENCY ALERT SERVICES TO ALL THE COMMUNITIES IN THE STATE.

- Ongoing collaboration with the Division of Emergency Services to provide emergency alerting through the satellite infrastructure.

IMPROVE PUBLIC BROADCASTING'S ABILITY TO DELIVER COST-EFFICIENT PROGRAMMING.

- Ongoing improvements to the Satellite Interconnection Project to better enable public radio and television networking.

REDUCE THE STATE'S ROLE AND COST IN THE ADMINISTRATION OF PUBLIC BROADCASTING FUNDING AND SUPPORT.

- Support the consolidation of management and other overhead; support the Alaska Model.

Key BRU Issues for FY2001 – 2002

Continue to provide quality public broadcasting despite diminishing funding.

Funding has declined to a level where a number of stations are unable to provide staff to produce local news and information, their primary function; many others are struggling to maintain those services for their communities.

Funding reductions over the past decade and a half have created much-diminished systems. Stations are threatened with the loss of federal operating funds as their state matching funds decrease. Staff and management turnover has increased creating extraordinary pressures on the system to maintain continuity of service.

Stations must, and have become more efficient in the delivery of their programs especially critical local services such as news, public information, weather, cultural programs and emergency alerts.

The public broadcasting system in Alaska is highly interdependent and operates on a very thin margin: should one of the major users fail, the bulk of the system could collapse for lack of funding. There continues to be inadequate funds for maintenance and repair for the over 220 earth stations and low power television transmitters owned and operated by the state and licensed to the state by the Federal Communications Commission. The transmitters are all well beyond their life expectancy and are failing at an alarming rate. Any repairs or maintenance performed on these transmitters is coordinated by the Alaska Public Broadcasting Joint Venture (APBJV) and paid for by the local communities. At any one given time approximately 15 to 20% of the system is out of service. There are no available operational system spares.

Under the new tariff, the state will provide over 80 percent of the funding needed for the lease and operation of the satellite. The balance comes from users. The users, who have combined their efforts in the Alaska Satellite Interconnection Project Management Group, are developing ways to attract additional users to bring costs down.

The satellite plays an important role in being the only means by which all of Alaska is connected. In a state where roads will never be built to each village and Internet connectivity is slow and unreliable, the satellite remains the electronic road to each community. It is a basic piece of the state's communication infrastructure.

Major BRU Accomplishments for FY2000

As a result of substantial review and revision of the APBC's strategic plan, the Alaska Public Broadcasting Commission (APBC), in cooperation with Alaska One - Public Television and the Alaska Public Radio Network implemented an important, and unique public/private partnership to support Alaska's public broadcasting system. The Alaska Public Broadcasting Joint Venture (APBJV), in its first year of operation, saved the public broadcasting system over \$2 million and assisted the grantees in generating an additional \$480,000 in federal support for public radio.

The APBJV has coordinated the activities and efforts of Alaska Public Radio, Public Television, the Satellite Interconnection Project, the Alaska Rural Communications Service (ARCS), and the APBC. The APBJV staff created and implemented an Internet Web Site that provides service and information, including the program schedules for the Alaska Rural Communications Service, to all of the State public telecommunications users and the general public.

The APBJV has replaced many of the functions formerly provided by State government but previously abandoned due to lack of funding. Such services to grantees include management assistance, engineering and technical advice, training of local staff and boards, and liaison with numerous governmental entities.

Through a federal Public Telecommunications Facilities Program grant and state matching funds, the regional cooperatives have fully implemented the Satellite Interconnection Project including the delivery of public radio, public television and distance delivery television over the state leased satellite transponder. This project maximized the usage of existing state resources by a magnitude of five fold.

In close cooperation with ITG, the APBJV has accepted the responsibility for the management and coordination of the statewide ARCS television program service including the development of and implementation of the daily program schedule and the coordination of the ARCS Council. The APBJV also has the responsibility for the Satellite Interconnection Project Management Governance and technical oversight.

Public Communications Services
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
Public Broadcasting Commission	57.0	0.0	0.0	57.0	54.2	0.0	0.0	54.2	54.2	0.0	0.0	54.2
Public Broadcasting - Radio	2,599.9	0.0	0.0	2,599.9	2,469.9	0.0	0.0	2,469.9	2,469.9	0.0	0.0	2,469.9
Public Broadcasting - T.V.	794.0	0.0	0.0	794.0	754.3	0.0	0.0	754.3	754.3	0.0	0.0	754.3
Satellite Infrastructure	639.3	0.0	425.2	1,064.5	632.3	0.0	673.7	1,306.0	2,232.3	0.0	673.7	2,906.0
AIRRES Grant	76.0	0.0	0.0	76.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals	4,166.2	0.0	425.2	4,591.4	3,910.7	0.0	673.7	4,584.4	5,510.7	0.0	673.7	6,184.4

Public Communications Services**Proposed Changes in Levels of Service for FY2002**

Changes to services in FY2002 will center on continuing efforts to provide quality services at the authorized funding level.

Public Communications Services**Summary of BRU Budget Changes by Component****From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	3,910.7	0.0	673.7	4,584.4
Proposed budget increases:				
-Satellite Infrastructure	1,600.0	0.0	0.0	1,600.0
FY2002 Governor	5,510.7	0.0	673.7	6,184.4

Component: Public Broadcasting Commission

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To ensure infrastructure for the dissemination of information statewide.

Component Services Provided

- The Alaska Public Broadcasting Commission determines the distribution of state funds to four public television stations and 27 public radio stations throughout Alaska.
- Provides a forum for planning among the public broadcasting system managers.
- Advocates to the Corporation for Public Broadcasting for additional federal funding.

Component Goals and Strategies

ENSURE THAT ALASKANS CONTINUE TO RECEIVE HIGH QUALITY, TIMELY, AND SUBSTANTIVE PUBLIC BROADCASTING PROGRAMMING - NEWS AND INFORMATION, EDUCATIONAL AND CULTURAL PROGRAMMING.

- Ensure the availability of telecommunications service to all Alaskans, ensuring timely delivery of public, educational, news and information, and other public radio and television programming to all areas of the state.
- Determine the best and most cost-effective distribution of state funds to public radio and public television stations and organizations.
- Serve as the lead agency for change in the Alaska public broadcasting system, resulting in improving cost efficiencies while maintaining local relevance and input.

Key Component Issues for FY2001 – 2002

Continuing to provide existing levels of high quality public broadcasting services while placing extra emphasis, through the APBJV Staff, on programmatic or technical innovations or providing expanded service to communities via the public broadcasting system that may also qualify for financial support from federal and/or other non-state entities.

Major Component Accomplishments for FY2000

The Commission and public-broadcasting managers have established a stronger grant criteria and implemented additional grantee oversight procedures.

Based on the revision of the Commission's strategic plan and the clear need for system-wide coordination management oversight, the Commission implemented the Alaska Public Broadcasting Joint Venture (APBJV) office beginning July 1, 1999. In its first year, the APBJV saved over \$2 million dollars while assisting the grantees in generating an additional \$480,000 in federal funding.

In addition to serving as staff for the Commission, the APBJV coordinates the activities and efforts of the Alaska Public Radio, Public Television, Satellite Interconnection Project, and the Alaska Rural Communications Service (ARCS). The APBJV office places more authority in the hands of the service providers while upholding the policy and budget authority of the Alaska Public Broadcasting Commission.

Statutory and Regulatory Authority

Key Performance Measures for FY2002

Measure: The number of communities without public radio service.

(Added by Legislature in FY2001 version.)

Measure: The number of communities without public television service.

(Added by Legislature in FY2001 version.)

Measure: The number of communities served by public radio with access to commercial radio.

(Added by Legislature in FY2001 version.)

Measure: The number of communities served by public television with access to commercial television.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of communities without public radio service.			X		
• The number of communities without public television service.			X		
• The number of communities served by public radio with access to commercial radio.			X		
• The number of communities served by public television with access to commercial television.			X		

Public Broadcasting Commission

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	3.3	5.5	0.0
73000 Contractual	8.7	6.0	5.9
74000 Supplies	0.0	0.5	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	45.0	42.2	48.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	57.0	54.2	54.2
Funding Sources:			
1004 General Fund Receipts	57.0	54.2	54.2
Funding Totals	57.0	54.2	54.2

Public Broadcasting Commission**Proposed Changes in Levels of Service for FY2002**

Changes to services in FY2002 will center on continuing efforts to provide quality services at the authorized funding level.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	54.2	0.0	0.0	54.2
FY2002 Governor	54.2	0.0	0.0	54.2

Component: Public Broadcasting - Radio

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To ensure infrastructure for the dissemination of information statewide.

Component Services Provided

This component holds funding for grants to public radio stations. The Alaska Public Broadcasting Commission supports the delivery of public broadcasting programming by 27 public radio stations throughout Alaska. Public radio provides the most thorough, and in many cases the only, coverage of statewide news and information available to Alaskans, especially those in rural locations. Additionally, public radio serves as the local community center for local news and information and messaging to outlying areas.

Component Goals and Strategies

SUPPORT PUBLIC RADIO STATIONS IN THEIR DELIVERY OF ESSENTIAL COMMUNICATIONS SERVICES

- Alaska Public Radio Stations will be coordinated by the Alaska Public Broadcasting Joint Venture office, a non-state agency working on behalf of the Commission and stations.
- The Alaska Public Broadcasting Commission requires that the grantees demonstrate their proposals' cost-effectiveness through a process reviewed by the Commission.
- Funding will be distributed on the basis of proposals that best meet the standards of regional cooperation, cost-efficient program sharing, and cost-beneficial consolidation of overhead.

Key Component Issues for FY2001 – 2002

- Funding reductions over the past decade and a half have created diminished systems. Stations are threatened with the loss of federal operating funds as their state matching funds decrease. Staff and management turnover has increased creating extraordinary pressures on the system to maintain continuity of service.
- Funding has declined to a level where a number of stations are unable to provide staff to produce local news and information, their primary function. Many others are struggling to maintain those services for their communities.
- There is a significant possibility that the cost of satellite services will increase dramatically in comparison to the favorable rates the state has enjoyed over the past two decades making the satellite delivery of programming too expensive for system use.

Major Component Accomplishments for FY2000

- Based on the revision and implementation of the Commission's strategic plan and the clear need for system-wide coordination and management oversight, the Commission implemented the Alaska Public Broadcasting Joint Venture (APBJV) office beginning July 1, 1999. In its first year, the APBJV saved the system over \$2 million dollars while assisting the grantees in generating an additional \$480,000 in federal funding.
- Public radio has increasingly brought cost efficiencies to their operations through regional cooperatives.
- Through a federal Public Telecommunications Facilities Program grant and state matching funds, the regional cooperatives have fully implemented the Satellite Interconnection Project including the delivery of public radio, public television and distance delivery television. Through digitization, public broadcasting has increased the delivery of service to Alaskans from one statewide service to five.

Statutory and Regulatory Authority

AS 44.21.256

Public Broadcasting - Radio
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	2,599.9	2,469.9	2,469.9
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,599.9	2,469.9	2,469.9
Funding Sources:			
1004 General Fund Receipts	2,599.9	2,469.9	2,469.9
Funding Totals	2,599.9	2,469.9	2,469.9

Public Broadcasting - Radio**Proposed Changes in Levels of Service for FY2002**

Public radio stations will continue efforts to share programming and administrative overhead.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	2,469.9	0.0	0.0	2,469.9
FY2002 Governor	2,469.9	0.0	0.0	2,469.9

Component: Public Broadcasting - T.V.

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To ensure infrastructure for the dissemination of information statewide.

Component Services Provided

- This component contains funding for grants to public TV stations.
- The Alaska Public Broadcasting Commission supports the delivery of public broadcasting programming by four public television stations through Alaska One to 80 per cent of Alaska's population.
- Public television provides the only source of children's educational broadcast programming, non-commercial cultural and news and information programming, including Alaska programming and coverage of campaigns, elections, and Alaskan events.

Component Goals and Strategies

MAXIMIZE THE BENEFIT OF GRANT FUNDING TO PUBLIC TELEVISION COOPERATIVE SERVICES IN SUPPORT OF THE BROADCAST OF CHILD EDUCATION, NEWS AND INFORMATION, AND CULTURAL PROGRAMMING.

- Require the public television stations to demonstrate their cost-efficiencies, reduce overhead and attract additional federal funding.
- Alaska public television stations will continue to be coordinated by the Alaska Public Broadcasting Joint Venture (APBJV) a non-state agency now in its second year of operation. The APBJV works on behalf of the APBC and the Commission's grantees.

Key Component Issues for FY2001 – 2002

- Increased responsibility for developing alternative funding.
- Funding reductions over the past decade and a half have created much-diminished systems. Stations are threatened with the loss of federal operating funds as their state matching funds decrease. Staff and management turnover has increased creating extraordinary pressures on the system to maintain continuity of service.
- Stations will be called upon to provide increasingly more efficient delivery of news and information, weather coverage, emergency alerts, and cultural and entertainment programming.
- Funding has declined to a level where a number of stations are unable to provide staff to produce local news and information, their primary function; many others are struggling to maintain those services for their communities.
- There is a significant possibility that the cost of satellite service will increase dramatically in comparison to the favorable rates the state has enjoyed over the past two decades making the satellite delivery of programming too expensive for system use.

Major Component Accomplishments for FY2000

- Based on the revision and implementation of the Commission's strategic plan and the clear need for system-wide coordination and management oversight, the Commission implemented the Alaska Public Broadcasting Joint Venture (APBJV) office beginning July 1, 1999. In its first year, the APBJV saved the system over \$2 million dollars while assisting the grantees in generating an additional \$480,000 in federal funding.
- The APBJV continues to explore the options for public/private partnerships.
- Through their participation in the Satellite Interconnection Project, the public television stations continue to provide important public television programs to Alaskan viewers including Gavel to Gavel coverage of the Legislature,

televised coverage of selected arguments before the Alaska Supreme Court, presentations before the Alaska Legislature by the Congressional Delegation, the Chief Justice of the Supreme Court and the Governor.

- Cooperating with public television, the University of Alaska was able to add a second channel of distance education over the Satellite Interconnection Project. Public Television reaches 80 percent of Alaska's population.
- Working in partnership with Alaska's commercial broadcasters, public television has, and continues to provide, significant leadership in the technical and operational conversion to digital/high definition, over-the-air television. The conversion is required by the Federal Communication's Commission and has a fixed timetable for conversion. Without public television's participation this mandated conversion would not be possible.

Statutory and Regulatory Authority

AS 44.21.256

Public Broadcasting - T.V.
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	794.0	754.3	754.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	794.0	754.3	754.3
Funding Sources:			
1004 General Fund Receipts	794.0	754.3	754.3
Funding Totals	794.0	754.3	754.3

Public Broadcasting - T.V.

Proposed Changes in Levels of Service for FY2002

None.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	754.3	0.0	0.0	754.3
FY2002 Governor	754.3	0.0	0.0	754.3

Component: Satellite Infrastructure

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

To ensure infrastructure for the dissemination of information statewide.

Component Services Provided

The Satellite Infrastructure component provides the backbone of the delivery of Alaska One, statewide public television; Alaska Two, Gavel to Gavel coverage of the Legislature; Alaska Three, distance education from the University of Alaska and the Distance Delivery Consortium; the Alaska Rural Communications Service to 248 villages and communities across Alaska; emergency alert capability, and public radio channels. This makes the satellite communication transport a basic piece of the state's infrastructure.

Component Goals and Strategies

ENSURE THAT ALASKANS IN ALL PARTS OF THE STATE ARE BETTER INFORMED IN THEIR SOCIAL AND ECONOMIC DEVELOPMENT, MORE RAPIDLY AND THOROUGHLY INFORMED OF EMERGENCY ALERTS, AND BETTER EDUCATED AT LESS COST TO THEM AND TO THE EDUCATIONAL INSTITUTIONS THAT DEVELOP THE COURSEWARE.

- Aggressively explore public/private partnerships to support the continued essential services provided by satellite infrastructure.
- Coordinate the use of the satellite among the integrated users to realize cost efficiencies.
- Foster interagency cooperation among the University of Alaska, K-12, public broadcasting, producers and state agencies in the production and distribution of programming.
- Seek additional partners among telecommunications providers, broadcasters, educators and agencies to enhance quality, broaden choice and improve cost-efficiencies.

Key Component Issues for FY2001 – 2002

- The Satellite Infrastructure Transponder Cost is expected to increase by \$1,600.0. Funds are needed for increased transponder costs purchased from AT&T Alascom. This vendor is in the process of migrating to a new satellite with full implementation scheduled for March 2001. This estimate of increased costs is based on preliminary tariff information provided by the vendor. The new satellite has higher levels of power, a nationwide footprint, and is fully compatible with the existing state infrastructure making its space much more valuable to the vendor.
- Through the State's Telecommunications Request for Proposals, the state is hoping to identify alternatives and/or gain cost efficiencies for this component. An award is expected to be made in mid-March 2001. If the state is successful, changes in service delivery for the programming provided by this component may be necessary during FY2002.
- The system operates on a very thin margin; should one of the users fail, the entire system would collapse for lack of funding. There are no funds for maintenance and repair for the 220 earth stations and transmitters owned and operated by the state and licensed to the state by the Federal Communications Commission because maintenance is paid for by village users.
- Under the new tariff, the state will provide over 80 per cent of the funding needed for the lease and operation of the satellite. The balance comes from users. The users, who have combined their efforts in the Alaska Satellite Interconnection Project Management Group, are developing ways to attract additional users to bring costs down.
- The satellite has played an important role in being the only means by which all of Alaska is connected. In a state where roads will never be built to each village, the satellite remains the thin road to each community.

Major Component Accomplishments for FY2000

- Users of satellite infrastructure have formed a management partnership with Public Broadcasting service providers: Alaska Public Radio and Television and Alaska Rural Communications service funded by Federal Corporation for Public Broadcasting funds to better coordinate and form economic partnerships to lower the cost to the state for satellite services.
- Despite declining state and federal funding, the digital system continues to carry Alaska One, statewide public television; Alaska Two, Gavel to Gavel coverage of the Legislature; Alaska Three, distance education from the University of Alaska and the Distance Delivery Consortium; the Alaska Rural Communications Service to 248 villages and communities across Alaska; emergency alert capability, and public radio.

Statutory and Regulatory Authority

N/A

Satellite Infrastructure

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	2.3	0.0	0.0
73000 Contractual	996.9	1,306.0	2,796.5
74000 Supplies	0.3	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	65.0	0.0	109.5
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,064.5	1,306.0	2,906.0
Funding Sources:			
1004 General Fund Receipts	639.3	632.3	2,232.3
1007 Inter-Agency Receipts	100.0	100.0	100.0
1108 Statutory Designated Program Receipts	325.2	573.7	573.7
Funding Totals	1,064.5	1,306.0	2,906.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	100.0	100.0	100.0	100.0	100.0
Statutory Designated Program Receipts	51063	329.5	573.7	329.5	573.7	573.7
Restricted Total		429.5	673.7	429.5	673.7	673.7
Total Estimated Revenues		429.5	673.7	429.5	673.7	673.7

Satellite Infrastructure

Proposed Changes in Levels of Service for FY2002

The Alaska Satellite Interconnection Project Management Group expects to attract additional users, work diligently to maintain cost effective services for all users in light of proposed increases in common carrier tariffs, and improve the breadth of service offerings from state agencies and educational institutions, including the University of Alaska.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	632.3	0.0	673.7	1,306.0
Proposed budget increases:				
-Transponder Cost Increase	1,600.0	0.0	0.0	1,600.0
FY2002 Governor	2,232.3	0.0	673.7	2,906.0

BRU/Component: AIRRES Grant

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

This component holds funding for a grant to the Alaska Information Radio Reading and Education Services non-profit organization.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

AIRRES Grant

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	76.0	76.0	76.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	76.0	76.0	76.0
Funding Sources:			
1004 General Fund Receipts	76.0	76.0	76.0
Funding Totals	76.0	76.0	76.0

AIRRES Grant**Proposed Changes in Levels of Service for FY2002**

No service changes.

**Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	76.0	0.0	0.0	76.0
FY2002 Governor	76.0	0.0	0.0	76.0

BRU/Component: Risk Management

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Brad Thompson, Director

Tel: (907) 465-5723 **Fax:** (907) 465-3690 **E-mail:** Brad_Thompson@admin.state.ak.us

Component Mission

To manage the state's financial exposure due to loss.

Component Services Provided

Using contract independent claims adjusters and in-house defense counsel (Dept. of Law), Risk Management operates a comprehensive self-insurance program that promptly resolves the state's property and casualty claims more cost effectively than through conventional commercial insurance programs.

Component Goals and Strategies

- Act as the insurance carrier for each State agency, funding all sudden and accidental property and casualty claims
- Purchase high limit excess insurance protection for catastrophic loss exposure.
- Establish annual rates for agencies based on five year averages to allow agencies to plan for risk management cost.

Key Component Issues for FY2001 – 2002

Risk Management lives on interagency receipts alone, funding claims settlements and defense costs as they are then due and payable - dipping into the Catastrophic Reserve Account (CRA) for any large individual property or liability loss and whenever there is insufficient appropriation to meet ongoing claim obligations. Financing of the state's comprehensive self-insurance program has increasingly relied upon the CRA to supplement the operating budget to meet the annual cost of self-insured claims. This account is annually funded by a year-end "sweep" of unexpended general funds from other state operations, of up to \$5 million. As the state's general funds budget continues to be reduced, the amount available to sweep into the CRA has declined. The FY2000 sweep has again resulted with total available loss funding significantly less than historical claims payment levels. The department is proposing new legislation (working with the Office of Management and Budget) to create a new source of funding for the CRA as an alternative and reliable funding mechanism to meet the state's ongoing cost of claims and avoid supplemental fund requests for individual judgments.

Major Component Accomplishments for FY2000

- Competitively procured new independent adjusting firms for workers' compensation and maritime employee injury claims to improve quality and timeliness of claims services
- Continued to manage owner provided insurance program for Ted Stevens Anchorage International Airport expansion project - providing comprehensive coverage for all contractors at significantly reduced project costs
- Funded training for building security, workplace violence, Marine employees fire response, workplace safety and emergency medical training
- Provided liability training sessions by special litigation Assistant Attorneys General to high risk agencies
- Direct data file transfers to operational units with loss trending and cause analysis information

Statutory and Regulatory Authority

AS 23.30.045
AS 23.30.090
AS 37.05.287

AS 37.05.288
 AS 37.05.289
 AS 37.05.290
 AS 37.05.289
 AS 09.50.250
 AS 18.06.010
 AS 44.21.040
 AS 09.50.270

Key Performance Measures for FY2002

Measure: The average cost of workers' compensation claims.

(Added by Legislature in FY2001 version.)

Measure: The number of recurring claims.

(Added by Legislature in FY2001 version.)

Measure: The amount paid for insurance compared to the value of property covered.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The average cost of workers' compensation claims. The number of recurring claims. The amount paid for insurance compared to the value of property covered. 			X		
			X		
			X		

Risk Management

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	445.6	453.3	447.1
72000 Travel	5.4	17.4	17.4
73000 Contractual	21,941.0	21,950.7	22,875.8
74000 Supplies	10.7	10.0	10.0
75000 Equipment	10.6	3.5	3.5
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	22,413.3	22,434.9	23,353.8
Funding Sources:			
1007 Inter-Agency Receipts	22,413.3	22,434.9	23,353.8
Funding Totals	22,413.3	22,434.9	23,353.8

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	0.0	506.0	506.0	506.0	506.0
Unrestricted Total		0.0	506.0	506.0	506.0	506.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	22,398.8	22,434.9	22,405.0	23,353.8	23,524.6
Restricted Total		22,398.8	22,434.9	22,405.0	23,353.8	23,524.6
Total Estimated Revenues		22,398.8	22,940.9	22,911.0	23,859.8	24,030.6

Risk Management**Proposed Changes in Levels of Service for FY2002**

No significant change in the level of service is expected

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	22,434.9	22,434.9
Adjustments which get you to start of year:				
-I/A Rcpts Related To SLA 2000 Workers' Comp Legislation Fiscal Notes	0.0	0.0	919.1	919.1
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.0	-0.2	-0.2
FY2002 Governor	0.0	0.0	23,353.8	23,353.8

Risk Management

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	6	6	Annual Salaries	336,755
Part-time	0	0	COLA	5,800
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	114,295
			<i>Less 2.13% Vacancy Factor</i>	(9,750)
			Lump Sum Premium Pay	0
Totals	6	6	Total Personal Services	447,100

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	0	0	1	0	1
Accounting Clerk II	0	0	1	0	1
Claims Administrator	0	0	2	0	2
Division Director	0	0	1	0	1
Risk Manager	0	0	1	0	1
Totals	0	0	6	0	6

BRU/Component: Longevity Bonus Grants

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

This component simply holds Longevity Bonus funds. The program is administered by the Alaska Longevity Programs Management component. See that component for more information.

Component Services Provided

See the Alaska Longevity Programs Management component.

Component Goals and Strategies

See the Alaska Longevity Programs Management component.

Key Component Issues for FY2001 – 2002

See the Alaska Longevity Programs Management component.

Major Component Accomplishments for FY2000

See the Alaska Longevity Programs Management component.

Statutory and Regulatory Authority

AS 47.45.01-160
2 AAC 40.010-300

Longevity Bonus Grants

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	59,125.5	53,558.6	52,558.6
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	59,125.5	53,558.6	52,558.6
Funding Sources:			
1001 Constitutional Budget Reserve Fund	3,227.7	0.0	0.0
1004 General Fund Receipts	55,897.8	53,558.6	52,558.6
Funding Totals	59,125.5	53,558.6	52,558.6

Longevity Bonus Grants**Proposed Changes in Levels of Service for FY2002**

See the Alaska Longevity Programs Management component.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	53,558.6	0.0	0.0	53,558.6
Proposed budget decreases:				
-Reduction Due to the Number of Recipients Declining	-1,000.0	0.0	0.0	-1,000.0
FY2002 Governor	52,558.6	0.0	0.0	52,558.6

Alaska Longevity Programs Budget Request Unit

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

BRU Mission

To issue longevity bonus payments to eligible individuals and manage the Alaska Pioneers' Homes.

BRU Services Provided

Administration of the six Pioneers' Homes and the Alaska Longevity Bonus program.

BRU Goals and Strategies

- 1) **PROVIDE A HOME-LIKE MODEL OF CARE THAT MEETS THE NEEDS OF PIONEERS' HOMES RESIDENTS IN AN ASSISTED LIVING ENVIRONMENT**
 - Work with nationally recognized experts in the field of gerontology and ADRD to develop and optimize gerontological services for residents with ADRD
- 2) **FIND OPPORTUNITIES TO REALIZE OPERATING EFFICIENCIES**
 - Decrease facility energy use, supplies costs, workers' compensation and medication costs
- 3) **PROVIDE EFFECTIVE MANAGEMENT ASSISTANCE TO THE PIONEERS' HOME STAFF**
 - Provide programmatic and administrative (nursing, personnel, policy, financial and procurement) support to staff of the six Pioneers' Homes.
 - Facilitate on-going training opportunities to Pioneers' Home staff to increase their knowledge regarding the needs and specialized care requirements for residents with Alzheimer's Disease and Related Disorders (ADRD).
- 4) **EFFECTIVELY MANAGE THE LONGEVITY BONUS PROGRAM DURING ITS PHASE-OUT PERIOD**
 - Ensure warrants are delivered to the US Post Office on the last working day of the month.
 - Respond to inquiries about the program within one working day.

Key BRU Issues for FY2001 – 2002

Deferred Maintenance - The Pioneers' Homes program must develop some means to address the ongoing deferred facilities maintenance issues. The backlog of maintenance issues continues to grow as funding levels only allow maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance.

Need for increased Pioneers' Home staffing - Increasing age and frailty of the population served, increasing amount of service provision, and increasing need for labor-intensive dementia care continue to result in a need for additional direct care staff. If present staffing is not deemed adequate to serve the population, the only option for the Homes is to reduce census and not fill all vacant beds.

Implement a Quality Assurance Program that includes a standardized unusual occurrence tracking system - While we recognize that unusual occurrences can and do happen, we will minimize their negative effect by assessing our processes, identifying inadequacies and developing interventions.

Pursue Nationally Recognized Accreditation for the Pioneers' Homes - This demonstrates our commitment to excellence. The accreditation process focuses on performance based standards and quality improvement analytic techniques.

Major BRU Accomplishments for FY2000

- . The Eden Alternative was implemented in all six Pioneers' Homes during FY2000 and two additional homes became Eden Alternative certified. The program provides a safe home setting and includes plants, animals and children and has been demonstrated to be very effective in combating loneliness and depression in the elderly.
- . Nationally Recognized Gerontology Experts Review Anchorage Pioneers' Home - A Team of experts conducted the review and published a report of findings and recommendations one of which stated there was no need to reinstitute a skilled nursing program.
- . The Pioneers Home Pharmacy completed the goal of serving all six homes.
- . Pharmacy Expansion - The pharmacy expansion provides for increased medication storage space and consequently increased service provision.
- . Awarded Food Service Contract - These services cost the Pioneers' Homes approximately \$2.0 million per year.
- . Cost Containment - Continued to pursue strategies for cost containment including centralization, computerization and standardization. Group purchasing, division-wide facilities management and the in-house pharmacy all provide immediate cost savings.
- . Designed and Implemented Quality Assurance Program - This included the evaluation of numerous long term care incident reporting programs and the selection of appropriate software. Our overall goal is increased resident safety. The main program objectives are tracking and trouble shooting unusual occurrences, identifying trends and providing the legislature with statistical information as required by statute.

Alaska Longevity Programs
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
Pioneers Homes	32,269.3	0.0	127.6	32,396.9	21,447.3	0.0	12,383.7	33,831.0	23,739.6	0.0	15,227.1	38,966.7
AK Longevity Programs Mgmt	1,053.7	0.0	322.1	1,375.8	991.4	0.0	376.4	1,367.8	988.2	0.0	376.7	1,364.9
Totals	33,323.0	0.0	449.7	33,772.7	22,438.7	0.0	12,760.1	35,198.8	24,727.8	0.0	15,603.8	40,331.6

Alaska Longevity Programs

Proposed Changes in Levels of Service for FY2002

Increasing Care Requirements- The resident population of the Pioneers' Homes has changed dramatically over the past ten years with over 190 Pioneers' Homes beds converted from "residential" (coordinated services) to other levels of care. The result is that the needs of Pioneers' Home residents and the amount of direct-care staff assistance required to meet those needs has substantially increased.

In addition, there are now residents in the Pioneers' Homes system that, at times, require one-on-one care and supervision due to their aggressive behavior. An increase in the direct care staffing levels is required to ensure the protection of both the aggressive residents and all other residents.

Although the FY2001 budget does not include a request for additional staff, it does include increments to meet the anticipated contractual, supplies and equipment needs of the Homes. Each Home continually assesses staffing in relation to the population served. If adequate staffing is not available to meet resident needs and safety requirements, vacant beds will not be filled until the residents-to-staff ratio is acceptable.

Alaska Longevity Programs

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	22,438.7	0.0	12,760.1	35,198.8
Adjustments which will continue current level of service:				
-Pioneers Homes	-182.4	0.0	210.4	28.0
-AK Longevity Programs Mgmt	-3.2	0.0	0.3	-2.9
Proposed budget increases:				
-Pioneers Homes	2,474.7	0.0	2,633.0	5,107.7
FY2002 Governor	24,727.8	0.0	15,603.8	40,331.6

Component: Pioneers Homes

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

To manage the Alaska Pioneers' Homes.

Component Services Provided

The Pioneers' Homes provide residential and pharmaceutical services in Sitka, Fairbanks, Palmer, Anchorage, Ketchikan and Juneau to Alaskan seniors. The services are designed to maximize independence and quality of life by addressing the physical, emotional and spiritual needs of Pioneers' Home residents. Resident needs are addressed in a continuum of services with special emphasis on caring for residents with ADRD.

Component Goals and Strategies

PROVIDE CARE THAT MEETS THE NEEDS OF PIONEERS' HOMES RESIDENTS IN AN ASSISTED LIVING ENVIRONMENT

- Work with nationally recognized experts in the field of gerontology and ADRD to develop and optimize gerontological services for residents with ADRD

CONTINUE TO REALIZE OPERATING EFFICIENCIES

- Decrease facility energy use, supplies costs, workers' compensation and medication costs

Key Component Issues for FY2001 – 2002

Deferred Maintenance - The Pioneers' Homes program must develop some means to address the ongoing deferred facilities maintenance issues. The backlog of maintenance issues continues to grow as funding levels only allow maintenance for immediate threats to the health and safety of residents, with virtually no funding for proactive maintenance.

Need for increased Pioneers' Home staffing - Increasing age and frailty of the population served, increasing amount of service provision, and increasing need for labor-intensive dementia care continue to result in a need for additional direct care staff. If present staffing is not deemed adequate to serve the population, the only option for the Homes is to reduce census and not fill all vacant beds.

Implement a Quality Assurance Program that includes a standardized unusual occurrence tracking system - While we recognize that unusual occurrences can and do happen, we will minimize their negative effect by assessing our processes, identifying inadequacies and developing interventions.

Pursue Nationally Recognized Accreditation for the Pioneers' Homes - This demonstrates our commitment to excellence. The accreditation process focuses on performance based standards and quality improvement analytic techniques.

Major Component Accomplishments for FY2000

- The Eden Alternative was implemented in all six Pioneers' Homes during FY2000 and two additional homes became Eden Alternative certified. The program provides a safe home setting and includes plants, animals and children and has been demonstrated to be very effective in combating loneliness and depression in the elderly.

- . Nationally Recognized Gerontology Experts Review Anchorage Pioneers' Home - A Team of experts conducted the review and published a report of findings and recommendations one of which stated there was no need to reinstitute a skilled nursing program.
- . The Pioneers Home Pharmacy completed the goal of serving all six homes.
- . Pharmacy Expansion - The pharmacy expansion provides for increased medication storage space and consequently increased service provision.
- . Awarded Food Service Contract - These services cost the Pioneers' Homes approximately \$2.0 million per year.
- . Cost Containment - Continued to pursue strategies for cost containment including centralization, computerization and standardization. Group purchasing, division-wide facilities management and the in-house pharmacy all provide immediate cost savings.
- . Designed and Implemented Quality Assurance Program - This included the evaluation of numerous long term care incident reporting programs and the selection of appropriate software. Our overall goal is increased resident safety. The main program objectives are tracking and trouble shooting unusual occurrences, identifying trends and providing the legislature with statistical information as required by statute.

Statutory and Regulatory Authority

AS 47.55
2 AAC 41

Key Performance Measures for FY2002

Measure: The number of vacancies in the Alaska Pioneers' Homes.

(Added by Legislature in FY2001 version.)

Measure: The number of incidents in Alaska Pioneers' Homes resulting in resident injury as compared to the national average for similar facilities.

(Added by Legislature in FY2001 version.)

Measure: The medication error rate in Alaska Pioneers' Homes as compared to the national average for similar facilities.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of vacancies in the Alaska Pioneers' Homes.			X		
• The number of incidents in Alaska Pioneers' Homes resulting in resident injury as compared to the national average for similar facilities.			X		
• The medication error rate in Alaska Pioneers' Homes as compared to the national average for similar facilities.			X		

Pioneers Homes

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	24,924.6	27,566.7	32,376.0
72000 Travel	40.9	39.7	39.7
73000 Contractual	6,383.2	4,933.1	5,183.2
74000 Supplies	859.9	1,050.2	1,126.5
75000 Equipment	105.8	137.6	137.6
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	82.5	103.7	103.7
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	32,396.9	33,831.0	38,966.7
Funding Sources:			
1004 General Fund Receipts	10,512.7	10,830.0	13,398.8
1005 General Fund/Program Receipts	9,873.7	0.0	0.0
1007 Inter-Agency Receipts	127.6	126.4	124.6
1037 General Fund / Mental Health	10,032.9	10,352.3	10,340.8
1053 Investment Loss Trust Fund	0.0	209.1	0.0
1118 Pioneers' Homes Receipts	1,850.0	55.9	0.0
1156 Receipt Supported Services	0.0	12,257.3	15,102.5
Funding Totals	32,396.9	33,831.0	38,966.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	285.5	63.8	63.8	0.0	0.0
Unrestricted Total		285.5	63.8	63.8	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	127.6	126.4	123.0	124.6	123.0
General Fund Program Receipts	51060	11,724.3	0.0	0.0	0.0	0.0
Receipt Supported Services	51073	0.0	12,257.3	12,377.0	15,102.5	15,010.0
Pioneers' Homes Receipts	51123	0.0	55.9	55.9	0.0	0.0
Investment Loss Trust Fund	51393	0.0	209.1	209.1	0.0	0.0
Restricted Total		11,851.9	12,648.7	12,765.0	15,227.1	15,133.0
Total Estimated Revenues		12,137.4	12,712.5	12,828.8	15,227.1	15,133.0

Pioneers Homes

Proposed Changes in Levels of Service for FY2002

Increasing Care Requirements - The resident population of the Pioneers' Homes has changed dramatically. The result is that the needs of Pioneers' Home residents and the amount of direct-care staff assistance required to meet those needs has substantially increased. There are now residents in the Pioneers' Homes system that, at times, require one-on-one care and supervision due to their aggressive behavior. An increase in the direct care staffing levels is required to ensure the protection of both the aggressive residents and all other residents.

Although the FY2002 budget does not include a request for additional staff, if adequate staffing is not available to meet resident needs and safety requirements, census will be decreased by not filling vacant beds.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	21,447.3	0.0	12,383.7	33,831.0
Adjustments which will continue current level of service:				
-Convert Special FY2001 Labor Cost Fund Sources to GF	-55.9	0.0	55.9	0.0
-Correct Fund Source to Reflect HB 418, CH 101, SLA 2000	-128.0	0.0	128.0	0.0
-Year 2 Labor Costs - Net Change from FY2001	1.5	0.0	26.5	28.0
Proposed budget increases:				
-Veterans Preference for Pioneers' Home Admissions	2,474.7	0.0	2,633.0	5,107.7
FY2002 Governor	23,739.6	0.0	15,227.1	38,966.7

Pioneers Homes

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	522	652	Annual Salaries	22,536,089
Part-time	88	87	COLA	348,307
Nonpermanent	66	66	Premium Pay	0
			Annual Benefits	9,615,460
			Less 4.31% Vacancy Factor	(1,401,283)
			Lump Sum Premium Pay	1,277,427
Totals	676	805	Total Personal Services	32,376,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	0	0	0	1	1
Accounting Clerk II	2	0	0	1	3
Administrative Assistant	0	0	1	1	2
Administrative Clerk II	1	1	0	3	5
Administrative Clerk III	0	1	0	0	1
Administrative Manager I	1	0	0	1	2
Assisted Living Care Coord	0	2	1	3	6
Asst Adm Anch Pioneer Home	1	0	0	0	1
Certified Nurse Aide	125	55	35	169	384
Custodial Servcs Foreman	0	0	0	1	1
Custodian I	0	0	0	1	1
Custodian II	0	0	0	1	1
Enviro Services Foreman	1	1	0	2	4
Enviro Services Journey I	20	8	0	27	55
Enviro Services Journey II	4	4	1	13	22
Food Service Journey	4	3	0	13	20
Food Service Lead	1	1	0	0	2
Food Service Sub Journey	27	8	0	30	65
Food Service Worker I	3	1	0	3	7
Groundskeeper I	0	0	0	2	2
Groundskeeper II	1	1	0	1	3
Housekeeping Aide Wg X	2	1	0	2	5
Inservice Training Coord	0	0	0	2	2
Licensed Prac Nurse	14	1	3	4	22
Maint Gen Foreman	1	1	1	2	5
Maint Gen Journey	4	2	1	5	12
Maint Gen Lead	0	0	0	1	1
Maint Gen Sub - Journey I	0	1	0	0	1
Maint Spec Bfc Foreman	0	0	0	1	1
Maintenance Worker I	0	0	0	1	1
Medical Records Asst	2	0	1	5	8
Nurse I	1	4	0	6	11
Nurse II	20	9	2	26	57
Nurse III	0	0	4	7	11
Nurse IV	4	0	0	0	4
Personnel Asst I	1	0	0	0	1
Pharmacist	3	0	0	0	3
Pharmacy Assistant	3	0	0	0	3
Physical Therapist	1	1	1	0	3

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Pioneers Home Administrator I	0	1	1	3	5
Pioneers Home Administrator II	1	0	0	0	1
Pioneers Home Aide	15	4	0	17	36
Procurement Spec II	1	0	0	0	1
Project Asst	2	0	0	0	2
Recreation Assistant	0	0	0	1	1
Recreational Therapist II	1	1	1	3	6
Resident Aide IV	0	1	0	0	1
Social Svcs Assoc II	0	0	0	2	2
Social Svcs Prog Coord	1	0	0	0	1
Social Worker III	1	1	1	3	6
Supply Technician I	1	0	0	0	1
Supply Technician II	0	1	0	2	3
Totals	270	115	54	366	805

Component: Alaska Longevity Programs Management

Contact: James Kohn, Director, Alaska Longevity Programs

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

To issue longevity bonus payments to eligible individuals and manage the Alaska Pioneers' Homes.

Component Services Provided

- Consultation services by our geriatric nurse consultant
- Guidance and direction on overall issues such as risk management and the worker's compensation program
- Centralized support of personnel services
- Maintain and manage the Pioneers' Homes computerized waiting list
- Centralized billing and collections for Pioneers' Homes services: rent, medications and supplies
- Review and manage resident income and asset records to determine payment assistance eligibility
- Process longevity bonus payments
- Determine continued eligibility of longevity bonus recipients

Component Goals and Strategies

TO PROVIDE EFFECTIVE MANAGEMENT ASSISTANCE TO THE PIONEERS' HOMES STAFF.

- Provide programmatic and administrative (policy, nursing, personnel, financial and procurement) support to staff of the six Pioneers' Homes.
- Facilitate on-going training opportunities to Alaska Longevity Programs Management staff and Pioneers' Home staff to increase their knowledge regarding the needs and specialized care requirements for residents with Alzheimer's Disease and Related Disorders (ADRD), Eden Alternative and quality assurance.
- Provide expert assessment of Pioneers' Homes programs and set standards for assisted living, quality assurance and environment.
- Provide capital project and maintenance oversight, management and support.

EFFECTIVELY MANAGE THE LONGEVITY BONUS PROGRAM DURING ITS PHASE OUT PERIOD.

- Ensure warrants are delivered to the US Post Office on the last working day of the month.
- Respond to inquiries about the program within one working day.

Key Component Issues for FY2001 – 2002

See the Pioneers' Homes' component.

Major Component Accomplishments for FY2000

Awarded Food Service Contract - Through this contract, food services are provided to all six Pioneers' Homes and laundry and housekeeping services for the Juneau Home. These services cost the Pioneers' Home approximately \$2.0 million per year.

Designed and Implemented Quality Assurance Program - This included the evaluation of numerous long term care incident reporting programs and the selection of appropriate software. Our overall goal is increased resident safety. The main program objectives are tracking and trouble shooting unusual occurrences, identifying trends and providing the legislature with statistical information as required by statute.

Converted Accounts Receivable System - This required the design and development of the accounting system to meet the divisions needs and to achieve year 2000 compatibility.

Statutory and Regulatory Authority

AS 44.21
AS 47.55
2 AAC 41
AS 47.45
2 AAC 40

Key Performance Measures for FY2002

Measure: The percentage of longevity bonus payments issued as scheduled.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The percentage of longevity bonus payments issued as scheduled. 			X		

Alaska Longevity Programs Management

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	887.7	847.8	844.9
72000 Travel	51.8	16.4	16.4
73000 Contractual	300.1	451.7	451.7
74000 Supplies	37.8	25.9	25.9
75000 Equipment	98.4	26.0	26.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,375.8	1,367.8	1,364.9
Funding Sources:			
1004 General Fund Receipts	989.4	921.2	923.9
1007 Inter-Agency Receipts	322.1	322.1	322.1
1037 General Fund / Mental Health	64.3	64.3	64.3
1053 Investment Loss Trust Fund	0.0	5.9	0.0
1061 Capital Improvement Project Receipts	0.0	54.3	54.6
Funding Totals	1,375.8	1,367.8	1,364.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	322.1	322.1	322.1	322.1	322.1
Capital Improvement Project Receipts	51200	2.0	54.3	54.3	54.6	54.6
Investment Loss Trust Fund	51393	0.0	5.9	5.9	0.0	0.0
Restricted Total		324.1	382.3	382.3	376.7	376.7
Total Estimated Revenues		324.1	382.3	382.3	376.7	376.7

Alaska Longevity Programs Management**Proposed Changes in Levels of Service for FY2002**

We do not expect any change in the services we provide to the Pioneers' Homes staff, longevity bonus recipients and Alaskan seniors.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	991.4	0.0	376.4	1,367.8
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-3.2	0.0	0.3	-2.9
FY2002 Governor	988.2	0.0	376.7	1,364.9

Alaska Longevity Programs Management

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	14	14	Annual Salaries	670,921
Part-time	0	0	COLA	12,514
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	242,788
			<i>Less 8.78% Vacancy Factor</i>	(81,323)
			Lump Sum Premium Pay	0
Totals	14	14	Total Personal Services	844,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant II	0	0	1	0	1
Accountant IV	0	0	1	0	1
Administrative Clerk III	0	0	4	0	4
Division Director	0	0	1	0	1
Elig Technician I	0	0	1	0	1
Geriatric Nurse Consult	0	0	1	0	1
Personnel Officer I	0	0	1	0	1
Pioneers Home Consulting Mngr	0	0	1	1	2
Project Asst	0	0	2	0	2
Totals	0	0	13	1	14

Senior Services Budget Request Unit

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

BRU Mission

To maximize the independence of older Alaskans.

BRU Services Provided

Management of four grant programs, including managing numerous federal and state funding sources.

Through the Alaska Commission on Aging (AcoA), directly provide education on nutrition, elder abuse prevention and preventative health care; coordination with Alaska Native elders programs; education and training on aging; advocacy and coordination with all state health and social services to seniors; planning for a comprehensive home and community based long-term care system; and a Medicare Insurance and Senior Pension Benefits counseling service.

Management of two waivers from the federal government for Medicaid. Assist local grantee agencies to become Medicaid-billing providers; review and authorize client plans of care; and manage client care costs/admission to the program to ensure that the total waiver budget is on target.

Hold required meetings of the Alaska Commission on Aging and ensure broad-based public interaction with seniors throughout the state; write required annual reports; gather data and analyze policy issues; and integrate Commission recommendations and decisions into staff work and grants management.

Continued refinement of Adult Protective Services (APS) and Assisted Living Homes Licensing (ALHL) systems and to extend education and training to the public and all related social service, health and law enforcement agencies regarding those systems, statutes and regulations.

Alaska Commission on Aging (ACoA) plans and develops program strategies to address the needs of Alaskans affected by Alzheimer's Disease and Related Dementia (ADRD), and their caregivers. This is a statutory requirement under the terms of the Alaska Mental Health Trust Authority settlement.

The Long Term Care Ombudsman (LTCO), within the ACoA, investigates and resolves complaints concerning senior citizens' long term care services, and advocates to resolve problems concerning other core services upon which seniors rely.

Home Health Services - Support agencies and Independent Personal Care Attendants through the Personal Care Attendant program which helps Alaskans with activities of daily living like non-technical medical care, bathing and dressing, preparing food, shopping, cleaning and other activities that require semi-skilled care. This program is designed to prevent or reduce inappropriate or unnecessary institutional care.

The Director's office provides policy, management and administrative oversight for the Division of Senior Services, as well as a variety of administrative support functions; payments to Adult Protective Services care providers, accounts payable, travel assistance for division staff and the Commission on Aging; budget management and oversight; assistance with professional services contracts; procurement; etc.

BRU Goals and Strategies

- 1) MAXIMIZE THE INDEPENDENCE OF VULNERABLE ALASKANS BY PROVIDING CHOICES AND ACCESS TO PREVENTION, WELLNESS AND QUALITY LONG-TERM CARE SERVICES
 - Reform the long-term care system in Alaska, in conjunction with Medicaid/Medi-grant changes
 - Establish a well coordinated, comprehensive long-term care system that responds to seniors' individualized service needs and allows seniors to remain within their home and communities as long as possible

- Protect and support seniors and other vulnerable adults through the services of Adult Protective Services, Assisted Living Homes Licensing, and the Office of the Long Term Care Ombudsman.
- Function as the "state unit on aging" under the federal Older American Act, and carry out mandated planning, advocacy and services provision under the Act as required to receive federal funds for community services for seniors and job placement funds for older workers

Key BRU Issues for FY2001 – 2002

- Limited state resources for adult protective services to provide coverage statewide will require increased training of community resources such as police and medical personnel to assure proper reporting of suspected abuse or neglect of elders.
- The Alaska Commission on Aging predicts that the senior population will increase from 26,000 in 1993 to more than 80,000 by the year 2015. The number of seniors requiring significant assistance from the State will likely grow proportionately. With the prospect of significant staff increases unlikely, program efficiency will have to increase proportionately to continue to support the growing seniors population.
- The Division of Senior Services programs currently rely upon numerous duplicative, labor intensive, and ineffective systems. With support from the Alaska Mental Health Trust Authority, the division will create a functional, integrated data environment.

Major BRU Accomplishments for FY2000

Many more Alaskans now receive nutritious meals, necessary transportation and other supportive services through Grant Programs: Senior Employment Services; Senior Residential Services; Home & Community Based Care; and Nutrition and Transportation Support Services.

More Alaskans on Medicaid are now receiving Long-Term Care in their homes or in community-based settings (about 1,400) than in nursing homes (about 485).

New Assisted Living Home regulations were drafted, using information from numerous public forums. They will go through the promulgation process in FY2001.

Assisted Living Home Forums were conducted across the state, in partnership with the Dept. of Health & Social Services, Division of Mental Health & Developmental Disabilities. Public comment was received on various parts of the Assisted Living program.

120 private Alaskan care coordinators received training regarding the current choices available to Alaskans in their communities and the types of assistance needed. It also allowed for networking across various Alaskan communities and service providers.

Increased participation by 40% in the CHOICE for the elderly and adults with physical disabilities Medicaid waiver programs during FY2000. Since individuals receiving Waiver services are all eligible to receive services in a nursing home, this increase represents both a net cost savings and better service to these persons. There are currently approximately 1,600 Alaskans in active and pending status in the two Home and Community Based waivers.

Senior Services
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
Protection, Comm Svcs, & Admin	1,857.3	1,183.7	1,180.0	4,221.0	2,574.8	1,737.5	1,759.2	6,071.5	3,471.9	2,138.8	1,877.8	7,488.5
Nutrition, Trans & Support Svc	1,655.0	3,698.0	0.0	5,353.0	1,655.3	3,859.0	0.0	5,514.3	1,655.3	4,484.0	0.0	6,139.3
Senior Employment Services	198.3	1,571.2	0.0	1,769.5	198.3	1,659.3	0.0	1,857.6	198.3	1,659.3	0.0	1,857.6
Home & Community Based Care	2,973.0	0.0	625.6	3,598.6	2,973.0	0.0	1,169.5	4,142.5	2,973.0	0.0	1,822.0	4,795.0
Senior Residential Services	1,015.0	0.0	0.0	1,015.0	1,015.0	0.0	0.0	1,015.0	1,015.0	0.0	0.0	1,015.0
Home Health Services	1,628.3	0.0	108.5	1,736.8	1,630.3	0.0	160.0	1,790.3	1,630.4	0.0	160.0	1,790.4
Totals	9,326.9	6,452.9	1,914.1	17,693.9	10,046.7	7,255.8	3,088.7	20,391.2	10,943.9	8,282.1	3,859.8	23,085.8

Senior Services

Proposed Changes in Levels of Service for FY2002

An increment of three new Medicaid waiver staff is proposed for FY2002. This will help manage the 280% growth in Waiver clients that has occurred since FY97. It will bring the backlog of Alaskans awaiting Waiver status from 6 months to 1-2 months before the decision of eligibility is made. This will help Alaskans stay at home and not have to go to nursing homes. We are requesting \$118.4 interagency receipts from federal Medicaid and \$118.4 in matching general funds.

An increment of one new Assisted Living staff is proposed for FY2002. There has been a 100% growth in licensed Assisted Living beds (non state owned) since FY95. In the same time period, investigations have more than doubled. This staff person would increase the time available for technical assistance to new Assisted Living homeowners, and allow for pro-active quality monitoring of the current homes.

The final increment requested funds the statute revisions adopted last session for General Relief rates in State paid Assisted Living homes. These are for Adult Protective Services for vulnerable Alaskan adults.

Senior Services

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	10,046.7	7,255.8	3,088.7	20,391.2
Adjustments which will continue current level of service:				
-Protection, Comm Svcs, & Admin	6.3	1.3	0.2	7.8
-Home & Community Based Care	0.0	0.0	-56.1	-56.1
-Home Health Services	0.1	0.0	0.0	0.1
Proposed budget increases:				
-Protection, Comm Svcs, & Admin	890.8	400.0	118.4	1,409.2
-Nutrition, Trans & Support Svc	0.0	625.0	0.0	625.0
-Home & Community Based Care	0.0	0.0	708.6	708.6
FY2002 Governor	10,943.9	8,282.1	3,859.8	23,085.8

Component: Protection, Community Services, and Administration

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Grant Management - This includes letting over 100 competitive grants, tracking all performance and fiscal reports from grantees, and providing technical assistance to grantees experiencing management and service delivery problems.

Public Education - Provide education on nutrition, elder abuse prevention and preventative health care; coordination with Alaska Native elders programs; education and training on aging; advocacy and coordination with all state health and social services to seniors; planning for a comprehensive home and community-based long-term care system; and a Medicare Insurance and Senior Pension Benefits counseling service.

Medicaid Waiver Management - Assist local grantee agencies to become Medicaid-billing providers; review and authorize client plans of care; and manage client care costs/admission to the program to ensure that the total waiver budget is on target.

Alaska Commission on Aging - Provide staff support to the Commission.

Adult Protective Services (APS) and Assisted Living Homes Licensing (ALHL) - Management of these two systems including education and training of the public and all related social service, health and law enforcement agencies regarding those systems, statutes and regulations.

Planning for needs of Alaskans with ADRD and their caregivers - The Alaska Commission on Aging (ACoA) is responsible for planning associated with the needs of Alaskans affected by Alzheimer's Disease and Related Dementia (ADRD), and their caregivers. This is a statutory requirement under the terms of the Alaska Mental Health Trust Authority settlement.

Long Term Care Ombudsman (LTCO) - Investigate and resolve complaints concerning senior citizens' long-term care services, and advocate to resolve problems concerning other core services upon which seniors rely.

Counseling and care coordination for people at high risk of institutionalization.

Component Goals and Strategies

RESPOND QUICKLY TO VULNERABLE ALASKANS' COMMUNITY-BASED LONG-TERM CARE SERVICE NEEDS

- Enhance and expand care coordination and counseling services to help families and individuals make informed choices
- Propose laws to increase customer protection

MAKE LONG-TERM CARE SERVICES MORE ACCESSIBLE BY MAKING IT MORE AFFORDABLE.

- Streamline and simplify the administration, regulation and payment of long-term care services
- Explore options for Medicaid and other public funding for those community-based long-term care services for eligible Alaskans

PROMOTE LONG-TERM CARE SERVICES THAT PRESERVE THE INTEGRITY, INDEPENDENCE, AND SAFETY OF INDIVIDUALS AND FAMILIES.

- Develop and promote an integrated set of home and community-based service principles

- Pursue all funding for supportive housing for seniors and persons with disabilities

IMPROVE THE CLIMATE FOR PRIVATE DEVELOPMENT OF HOME AND COMMUNITY-BASED SERVICES.

- Promote planning, workforce development, training and quality or capacity improvements in home and community-based programs
- Encourage development of sound business practices in local home and community-based services by partnering with the UAA small business development program and working with regional economic development organizations and the AMHTA

EXPAND LOCAL COMMUNITIES' ABILITIES TO INCREASE HOME AND COMMUNITY-BASED SERVICES

- Encourage partnerships with local communities to convert programs and facilities to home and community-based services and to assure responsibility for home and community-based services
- Educate communities about the economic benefits in developing home and community-based resources

INFORM ALASKANS ABOUT THE FULL RANGE OF AVAILABLE LONG-TERM CARE SERVICES

- Increase education efforts regarding long-term care services. Target medical professionals and the general public
- Publicize the entry points

Key Component Issues for FY2001 – 2002

The U.S. Census Bureau predicts that the seniors population in Alaska will increase from 26,000 in 1993 to 89,000 in 2015, an increase of over 242%. Of that number, the quantity requiring significant assistance from the State will grow proportionately. With the prospect of significant staff increases unlikely, the efficiency of the Division's current staff will have to increase proportionately to continue to support the growing seniors population. With the increase in seniors population there is insufficient service provider capacity to meet their care needs. Capacity development is a key need for many Alaskan communities.

Limited state resources for adult protective services to provide coverage statewide will require increased training of community resources such as police and medical personnel to assure proper reporting of suspected abuse or neglect of elders.

The Division of Senior Services programs currently rely upon numerous duplicative, labor intensive, and ineffective systems. With support from the Alaska Mental Health Trust Authority, the division will create a functional, integrated data environment.

Major Component Accomplishments for FY2000

Adult Protective Services. In FY2000, six workers statewide performed over 821 intakes, conducted over 651 investigations, and provided over 81 referrals. There was an increase of 117 investigations over FY99. The number of intakes increased by 53 over FY99. Over 120 vulnerable adults received General Relief financial assistance on the average each month for assisted living services. Over 89 reports of harm were investigated in assisted living homes.

Assisted Living Licensing. This unit consists of four licensing staff and an administrative clerk, with two of these positions being newly created in the past year. The goal is to provide an increased presence in the assisted living homes to offer technical support and monitor for health and safety issues. There are currently 1,353 licensed assisted living home beds in Alaska, up from 1,134 in FY99, representing a 16% increase. The unit continues to receive increased inquiries from individuals and organization expressing interest in developing assisted living homes and considerable staff time is spent responding to those inquiries.

Long Term Care Unit. Within the LTCU unit, there are two Medicaid waiver programs: the Older Alaskans (OA) and the Adults with Physical Disabilities (APD). These two waivers provide a variety of services designed to allow eligible consumers to remain in their homes and communities as opposed to being institutionalized. In FY2000, the OA waiver and the APD waiver programs had a combined increase of 28.8% over FY1999. Since individuals receiving Waiver services are all eligible to receive services in a nursing home, this increase represents both a net cost savings and better service to these persons. As the waiver program continues to grow, DSS will continue to explore methods to improve the program and allow consumers better access to much needed services.

In 1999, the Alaska Commission on Aging (ACoA) hosted 150 senior citizen leaders at the second "Common Ground" conference. The forum enabled participants to identify critical issues affecting the well being of elder Alaskans, and to become informed on work in progress to address those issues.

Statutory and Regulatory Authority

AS 44.21
AS 47.65
PL 98-459
AS 47.24
AS 47.33
20 CFR, Part 674
45 CFR, Part 1321
AS 47.55
2 AAC 41
AS 47.45
2 AAC 40
7 AAC 43.170
42 CFR, Part 440
7 AAC 43
AS 18.20.302

Key Performance Measures for FY2002

Measure: The total number of licensed assisted living homes.
(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to investigate complaints received about assisted living homes.
(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to respond to reports of harm to vulnerable adults.
(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to qualify for Project Choice or the Adults with Physical Disabilities waiver.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The total number of licensed assisted living homes.			X		
• The average length of time taken to investigate complaints received about assisted living homes.			X		
• The average length of time taken to respond to reports of harm to vulnerable adults.			X		
• The average length of time taken to qualify for Project Choice or the Adults with Physical Disabilities waiver.			X		

Protection, Community Services, and Administration

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	2,494.5	2,758.7	3,196.4
72000 Travel	175.8	130.3	185.4
73000 Contractual	873.7	1,146.9	1,052.7
74000 Supplies	51.6	28.0	31.0
75000 Equipment	65.0	2.0	8.3
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	560.4	2,005.6	3,014.7
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	4,221.0	6,071.5	7,488.5
Funding Sources:			
1002 Federal Receipts	1,183.7	1,737.5	2,138.8
1003 General Fund Match	269.8	271.5	395.3
1004 General Fund Receipts	1,318.3	1,571.6	2,255.6
1005 General Fund/Program Receipts	9.5	10.4	10.4
1007 Inter-Agency Receipts	949.5	1,079.4	1,197.9
1037 General Fund / Mental Health	259.7	711.2	810.6
1053 Investment Loss Trust Fund	0.0	10.1	0.0
1061 Capital Improvement Project Receipts	0.0	0.2	0.2
1092 Mental Health Trust Authority Authorized Receipts	230.5	679.6	679.7
Funding Totals	4,221.0	6,071.5	7,488.5

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	1,182.4	1,737.5	1,737.5	2,138.8	2,137.5
Interagency Receipts	51015	949.5	1,079.4	1,129.4	1,197.9	1,197.8
General Fund Program Receipts	51060	9.5	10.4	10.4	10.4	10.4
Capital Improvement Project Receipts	51200	0.0	0.2	0.0	0.2	0.0
Investment Loss Trust Fund	51393	0.0	10.1	10.1	0.0	0.0
Restricted Total		2,141.4	2,837.6	2,887.4	3,347.3	3,345.7
Total Estimated Revenues		2,141.4	2,837.6	2,887.4	3,347.3	3,345.7

Protection, Community Services, and Administration**Proposed Changes in Levels of Service for FY2002**

An increment of three new Medicaid waiver staff is proposed for FY2002. This will help manage the 280% growth in Waiver clients that has occurred since FY97. It will bring the backlog of Alaskans awaiting Waiver status from 6 months to 1-2 months before the decision of eligibility is made. This will help Alaskans stay at home and not have to go to nursing homes. We are requesting \$118.4 interagency receipts from federal Medicaid and \$118.4 in matching general funds.

An increment of one new Assisted Living staff is proposed for FY2002. There has been a 100% growth in licensed Assisted Living beds (Non State owned) since FY95. In the same time period, investigations have more than doubled. This staff person would increase the time available for technical assistance to new Assisted Living homeowners, and allow for pro-active quality monitoring of the current homes.

The final increment requested funds the statute revisions adopted last session for General Relief rates in State paid Assisted Living homes. These are for Adult Protective Services for vulnerable Alaskan adults.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	2,574.8	1,737.5	1,759.2	6,071.5
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	6.3	1.3	0.2	7.8
Proposed budget increases:				
-Improve Medicaid Waiver Processing	118.4	0.0	118.4	236.8
-Assisted Living Rate Increase	672.4	0.0	0.0	672.4
-Anticipated Federal Funding Increases	0.0	400.0	0.0	400.0
-Assisted Living Licensing	100.0	0.0	0.0	100.0
FY2002 Governor	3,471.9	2,138.8	1,877.8	7,488.5

Protection, Community Services, and Administration**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	45	51	Annual Salaries	2,503,665
Part-time	2	2	COLA	36,681
Nonpermanent	2	3	Premium Pay	0
			Annual Benefits	917,894
			<i>Less 7.57% Vacancy Factor</i>	(261,840)
			Lump Sum Premium Pay	0
Totals	49	56	Total Personal Services	3,196,400

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech III	1	0	1	0	2
Administrative Clerk I	1	0	0	0	1
Administrative Clerk II	4	0	1	0	5
Administrative Clerk III	3	0	0	0	3
Administrative Manager III	1	0	0	0	1
Administrative Svcs Mgr	1	0	0	0	1
Assoc Coordinator	2	0	3	0	5
Community Care Lic Spec I	2	0	0	0	2
Community Care Lic Spec II	1	0	0	0	1
Division Director	1	0	0	0	1
Exec Dir Older AKS Comm	0	0	1	0	1
Grants Administrator I	0	0	1	0	1
Hlth & Soc Svcs Plnr II	0	0	1	0	1
Long-term Care Ombudsman	1	0	0	0	1
Medical Assist Admin I	2	0	0	0	2
Medical Assist Admin II	11	0	0	0	11
Medical Assist Admin III	1	0	0	0	1
Paralegal Asst II	1	0	0	0	1
Project Asst	0	0	1	0	1
Publications Spec II	0	0	1	0	1
Secretary	1	0	1	0	2
Social Svcs Prog Coord	1	0	1	0	2
Social Worker III	5	2	1	0	8
Social Worker IV	1	0	0	0	1
Totals	41	2	13	0	56

Component: Nutrition, Transportation and Support Services

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Grant funds to public and private non-profit agencies to provide Nutrition, Transportation, and Support services as authorized under Title III of the Older Americans Act and AS 47.65.

- Nutrition: Congregate Meals which provide seniors aged 60+ nutritious food, companionship, access to other senior resources, and volunteer opportunities; and Home-Delivered Meals for ill and homebound seniors.
- Transportation: Rides to high-priority destinations (congregate meals, adult day care, medical appointments and non-emergency health care, pharmacies, and other essential support services; senior volunteer sites; and other activities as ride availability permits).
- Support Services: Outreach to identify seniors needing services, local information and assistance services, homemaker services, chore services, statewide legal services, statewide senior media, senior volunteer services (Senior Companions, Foster Grandparents, Retired Senior Volunteer Program).
- Preventive Health Services: Direct services and educational services.

Component Goals and Strategies

- To maintain service delivery at state FY2000 levels and increase service delivery levels as local resource development permits. The strategy will be to encourage and assist service providers to become more efficient and self-sufficient through sharing resources with other providers, seeking alternative funding, and further developing volunteer assistance.
- To meet federal requirements applicable to the NTS program.
- The strategies will be:
 - target services to seniors with the greatest social and economic need (low-income, minority, frail/disabled/ and isolated),
 - support efforts of agencies providing basic community-based senior services to become true focal points of information and services so seniors know where to go for assistance, and
 - implement database software to meet National Aging Program Information System (NAPIS) requirements, and to meet Commission information needs more efficiently;
 - encourage those seniors who can to increase their contributions for services they use.

Key Component Issues for FY2001 – 2002

- The rapid growth in the Alaskan senior population.
- No projected growth in State or Federal resources for the NTS program.
- State focus on community-based services as a more cost-effective and client/caregiver-preferred alternative to institutionalization.
- Federal mandate to meet (NAPIS) requirements.

Major Component Accomplishments for FY2000

Grants from this program supported the following services to seniors in FY 2000:

Number of congregate meals served:	287,396
Number of home delivered meals:	338,611

Estimated number of one-way rides:	203,712
Number of clients served with legal aid:	910
Hours of volunteer service:	99,707
Estimated units of information/advocacy/referral:	60,478

Statutory and Regulatory Authority

PL89-73, Title III (Older Americans Act, as Amended); 45 CFR, Part 1321 (Title III Regulations); AS44.21 and AS 47.65

Nutrition, Transportation and Support Services

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	5,353.0	5,514.3	6,139.3
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	5,353.0	5,514.3	6,139.3
Funding Sources:			
1002 Federal Receipts	3,698.0	3,859.0	4,484.0
1003 General Fund Match	644.4	644.4	644.4
1004 General Fund Receipts	1,010.6	1,010.9	1,010.9
Funding Totals	5,353.0	5,514.3	6,139.3

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	3,698.0	3,859.0	3,859.0	4,484.0	4,484.0
Restricted Total		3,698.0	3,859.0	3,859.0	4,484.0	4,484.0
Total Estimated Revenues		3,698.0	3,859.0	3,859.0	4,484.0	4,484.0

Nutrition, Transportation and Support Services
Proposed Changes in Levels of Service for FY2002

None at this time.

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,655.3	3,859.0	0.0	5,514.3
Proposed budget increases:				
-Anticipated Federal Funding Increases	0.0	625.0	0.0	625.0
FY2002 Governor	1,655.3	4,484.0	0.0	6,139.3

Component: Senior Employment Services

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

Funds are awarded in grants to local nonprofit agencies or government offices to allow them to pay training level wages and federal and state mandatory benefits to low income workers age 55 and over. Grantee agencies receive no funds for administration for these grants. The program is run in accordance with U.S. Department of Labor standards, and is integrated with the state workforce development network.

Federal Support Services funds are used to fund four Older Worker Specialists who assist host agencies and older workers in job search, training, and associated services

Component Goals and Strategies

- To provide Senior Community Service Employment Program (SCSEP) opportunities for low income workers. The strategy will be to fund at least 43 grants to agencies that will in turn provide an estimated 208 part-time training and employment opportunities for low income seniors in their own communities.
- Develop more senior employment opportunities. This may include increasing the number of non-profit agencies hosting training opportunities.
- Provide technical assistance to rural Alaska grantees to develop specific job training plans for senior employment participants, and to increase rural participation in the program.

Key Component Issues for FY2001 – 2002

- The rapid growth in the Alaskan senior population.
- Due to limited state and federal resources many seniors need supplemental income through part-time employment.
- Medicare does not cover all medical expenses (prescriptions, glasses, dental and hearing services). Many seniors need part-time work to cover these high cost necessities.

Major Component Accomplishments for FY2000

Served 208 participants and placed 52 seniors in unsubsidized employment.

Statutory and Regulatory Authority

AS 44.21; AS 47.65; PL 98.459; 20 CFR, Part 674

Senior Employment Services

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,769.5	1,857.6	1,857.6
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,769.5	1,857.6	1,857.6
Funding Sources:			
1002 Federal Receipts	1,571.2	1,659.3	1,659.3
1003 General Fund Match	198.3	198.3	198.3
Funding Totals	1,769.5	1,857.6	1,857.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Federal Receipts	51010	1,571.2	1,659.3	1,659.3	1,659.3	1,659.3
Restricted Total		1,571.2	1,659.3	1,659.3	1,659.3	1,659.3
Total Estimated Revenues		1,571.2	1,659.3	1,659.3	1,659.3	1,659.3

Senior Employment Services

Proposed Changes in Levels of Service for FY2002

None at this time.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	198.3	1,659.3	0.0	1,857.6
FY2002 Governor	198.3	1,659.3	0.0	1,857.6

Component: Home and Community Based Care

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

Maximize the independence of older Alaskans.

Component Services Provided

Through the Alaska Commission on Aging, provide grants to local and regional non-profit or government agencies for services to help keep frail seniors at home.

- Therapeutic services delivered at adult day care centers
- In-home respite care
- Case management/care coordination services
- Alzheimer's Disease education and family support
- Day treatment for mentally ill seniors
- Substance abuse treatment for the elderly

Grants provide community-based services, targeted to those with limited income and high care needs. Mental Health funds are for grants for certain designated supportive services for persons with Alzheimer's Disease and Related Disorders (ADRD), and their caregivers; care coordination/case management, adult day care, in-home respite care, and family support and education. General funds assist in funding long-term care services to older Alaskans who are not affected with ADRD. MHTAAR funds provide additional services for the rapidly growing number of seniors who are Mental Health Trust beneficiaries by virtue of mental illness, alcoholism and other addictions they experience. Services to address their needs include day treatment for the chronically mentally ill and substance abuse treatment.

Component Goals and Strategies

- To assist the frail and chronically ill seniors to remain in their homes and/or communities as long as possible.
- The following strategies will be used: Locate seniors at-risk of institutional placement through outreach, community education and collaboration with other service delivery systems. Assist these seniors and their caregivers to secure appropriate community-based care. Explore innovative options for delivering respite services that extend caregivers' ability to continue providing in-home care to older Alaskans. Expand work with the alcohol treatment community to more effectively meet the treatment needs of older Alaskans. Continue to reduce barriers to mental health care of the elderly and provide appropriate treatment.

Key Component Issues for FY2001 – 2002

- Older Alaskans with long-term care needs are not able to adequately meet those needs through home and community-based services in Alaska. This is due to two factors:
 - Rapid growth in the Alaskan senior population, and thus in the need for long-term care services. Alaska has the second most rapidly growing senior population in the country.
 - No recent general fund increases for home and community based long-term care services for those seniors unable to qualify for Medicaid long-term care waivers.
- Older Alaskans and their caregivers greatly prefer home and community-based long-term care over institutional care. This approach is also highly cost effective.

Major Component Accomplishments for FY2000

Number of adult day care clients served: 466

Number of adult day care hours provided:	238,923
Number of in-home respite care clients:	404
Number of in-home respite care hours:	108,303
Number new communities where services are provided:	75
Number of care coordination clients:	1,229

Statutory and Regulatory Authority

AS 44.21; AS 47.65; Ch. 48, SLA 1987

Key Performance Measures for FY2002

Measure: The percentage of Alaskans with Alzheimer's disease and related disorders who are served through home-based and community-based programs.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The percentage of Alaskans with Alzheimer's disease and related disorders who are served through home-based and community-based programs. 			X		

Home and Community Based Care

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	3,598.6	4,142.5	4,795.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	3,598.6	4,142.5	4,795.0
Funding Sources:			
1004 General Fund Receipts	1,101.4	1,101.4	1,101.4
1037 General Fund / Mental Health	1,871.6	1,871.6	1,871.6
1092 Mental Health Trust Authority Authorized Receipts	625.6	1,169.5	1,822.0
Funding Totals	3,598.6	4,142.5	4,795.0

Home and Community Based Care

Proposed Changes in Levels of Service for FY2002

We are proposing the following new projects in our MHTAAR increments:

- Start up of Family Caregiver Support services
- Start up of ADRD training for in-home care providers
- Start up of adult day quality enhancement

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	2,973.0	0.0	1,169.5	4,142.5
Adjustments which will continue current level of service:				
-Rural Respite Video Training Program	0.0	0.0	-56.1	-56.1
Proposed budget increases:				
-Substance Abuse Treatment for Seniors	0.0	0.0	33.6	33.6
-Innovative Respite	0.0	0.0	75.0	75.0
-Family Caregiver Support	0.0	0.0	300.0	300.0
-ADRD Training for In-Home Providers	0.0	0.0	250.0	250.0
-Adult Day Quality Improvement	0.0	0.0	50.0	50.0
FY2002 Governor	2,973.0	0.0	1,822.0	4,795.0

Component: Senior Residential Services

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

This component provides grants to two rural providers (Kotzebue and Tanana) for group residential living with supportive services to frail rural elders. These facilities and local services offer an alternative to elders who may otherwise have to leave their cultural region to live in an urban institution. Elders contribute to their room and board. Grant funding subsidizes the operating costs of the program.

Component Goals and Strategies

- To continue these two assisted living facilities in rural areas through direct funding. The strategy will be to provide both agencies with their assigned funding on a quarterly basis.
- To continue to provide technical support to both agencies on an as needed basis. The strategy will be to encourage agency staff and guide them through program problems and budgetary issues as they arise.
- To encourage the receipt of Medicaid Choice for the Elderly funds to its fullest capacity for eligible residents. The strategy will be to assist agency staff and Division of Senior Services' staff on as needed basis with issues that may arise in moving clients onto the Choice program.

Key Component Issues for FY2001 – 2002

- The rapid growth in the Alaskan senior population.
- No growth in State resources for the SRS programs.
- Sufficient grantee training to provide adequate CHOICE and assisted living services.

Major Component Accomplishments for FY2000

In FY2000 the grants from this program served the following number of clients:

Manillaq Association (Kotzebue Senior Citizens Cultural Center)	35
City of Tanana (Regional Elders Residence)	13

Statutory and Regulatory Authority

AS 44.21: AS 47.65.

Senior Residential Services
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,015.0	1,015.0	1,015.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,015.0	1,015.0	1,015.0
Funding Sources:			
1004 General Fund Receipts	1,015.0	1,015.0	1,015.0
Funding Totals	1,015.0	1,015.0	1,015.0

Senior Residential Services**Proposed Changes in Levels of Service for FY2002**

None at this time.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,015.0	0.0	0.0	1,015.0
FY2002 Governor	1,015.0	0.0	0.0	1,015.0

Component: Home Health Services

Contact: Kay Burrows, Director, Division of Senior Services

Tel: (907) 269-3666 **Fax:** (907) 269-3689 **E-mail:** Kay_Burrows@admin.state.ak.us

Component Mission

To maximize the independence of older Alaskans.

Component Services Provided

The Personal Care Attendant program helps Alaskans with activities of daily living like non-technical medical care, bathing and dressing, preparing food, shopping, cleaning and other activities that require semi-skilled care.

This program can prevent or reduce inappropriate or unnecessary institutional care. It aids Alaskans in achieving or maintaining self-sufficiency.

Grants are provided to 10 regional agencies to support the Personal Care Attendant services. The staff also certify Independent Personal Care Attendants (IPCA) as Medicaid providers, and manage the IPCA program for Medicaid.

Component Goals and Strategies

ACHIEVE A MORE EFFICIENT SERVICE DELIVERY SYSTEM CAPABLE OF RESPONDING TO DIVERSE CLIENT AND GEOGRAPHIC DEMANDS.

- Implement recommendations from the Personal Care Attendant Design Team and pursue statutory and regulatory changes as necessary.
- Maximize the benefits of state funds by ensuring that the costs of service are shared with clients able to contribute to their own care.

Key Component Issues for FY2001 – 2002

The U.S. Census Bureau predicts that the senior population in Alaska will increase from 26,000 in 1993 to 89,000 in 2015. The number of seniors requiring significant assistance from the State will likely grow proportionately. With the prospect of significant staff increases unlikely, the efficiency of the Division's current staff will have to increase to continue to support the growing senior population.

Major Component Accomplishments for FY2000

- The Personal Care Attendant (PCA) Redesign Team, which was created in FY99, continued to meet throughout the fiscal year. Phase I of this project is the redesign of the Independent Personal Care Attendant Program. This Phase was completed in FY2000. Draft Regulations are currently at the Department of Law awaiting approval. The Design Team will now begin working on Phase II which is the redesign of the Agency based PCA program.
- A training curriculum was developed by DSS staff. Eight new programs were approved and 206 new Personal Care Attendants were certified.

Statutory and Regulatory Authority

AS 47.05

Home Health Services

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	184.7	183.8	190.0
72000 Travel	4.7	9.0	9.0
73000 Contractual	110.1	117.4	111.3
74000 Supplies	5.6	1.4	1.4
75000 Equipment	4.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	1,427.4	1,478.7	1,478.7
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,736.8	1,790.3	1,790.4
Funding Sources:			
1003 General Fund Match	52.0	52.4	53.4
1004 General Fund Receipts	1,576.3	1,576.7	1,577.0
1007 Inter-Agency Receipts	108.5	108.7	108.7
1053 Investment Loss Trust Fund	0.0	1.2	0.0
1092 Mental Health Trust Authority Authorized Receipts	0.0	51.3	51.3
Funding Totals	1,736.8	1,790.3	1,790.4

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	108.5	108.7	108.7	108.7	108.7
Investment Loss Trust Fund	51393	0.0	1.2	1.2	0.0	0.0
Restricted Total		108.5	109.9	109.9	108.7	108.7
Total Estimated Revenues		108.5	109.9	109.9	108.7	108.7

Home Health Services**Proposed Changes in Levels of Service for FY2002**

None at this time.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	1,630.3	0.0	160.0	1,790.3
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.1	0.0	0.0	0.1
FY2002 Governor	1,630.4	0.0	160.0	1,790.4

Home Health Services

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	3	3	Annual Salaries	145,329
Part-time	0	0	COLA	1,768
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	52,491
			<i>Less 4.80% Vacancy Factor</i>	(9,588)
			Lump Sum Premium Pay	0
Totals	3	3	Total Personal Services	190,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	1	0	0	0	1
Assoc Coordinator	1	0	0	0	1
Medical Assist Admin II	1	0	0	0	1
Totals	3	0	0	0	3

BRU/Component: Alaska Oil and Gas Conservation Commission

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Julie Heusser, Commissioner

Tel: (907) 793-1228 **Fax:** (907) 276-7542 **E-mail:** julie_heusser@admin.state.ak.us

Component Mission

To protect the public interest in oil and gas resources.

Component Services Provided

- Issue pooling rules and conservation orders.
- Approve and monitor plans for reservoir development and enhanced oil recovery.
- Approve permits for initial drilling, re-drill, sidetrack, and remedial well operations. This includes the evaluation and approval of proposed designs for drilling fluids, well control, casing, cementing and well completion operations.
- Approve well stimulation operations.
- Inspect drill rigs and wells to insure compliance with AOGCC regulations.
- Witness safety valve, mechanical integrity, and blowout preventer tests.
- Witness meter-proving, calibration, and oil quality tests.
- Monitor and enforce well spacing rules, production rates, injection well pattern, gas/oil/water ratios, and pressure maintenance efforts.
- Monitor and evaluate gas flaring.
- Collect and maintain all oil and gas production records.
- Collect and maintain all well history files and well log records.
- Administer Alaska's Underground Injection Control (UIC) program and the annular waste disposal program.

Component Goals and Strategies

PREVENT PHYSICAL WASTE OF THE RESOURCE

- Evaluate drilling programs to ensure proper well design, construction and well control equipment.
- Inspect wells and drilling projects to verify compliance with approved regulations, procedures and safety requirements for drilling and production practices.
- Evaluate proposals for enhanced oil recovery and gas cap liquids recovery.

ENSURE GREATER ULTIMATE RECOVERY

- Analyze production data, including pressure, gas-oil ratios, water cut, etc., to ensure these variables fall within the required parameters necessary to provide for greater ultimate recovery.
- Require and approve development proposals, including plans for enhanced oil recovery operations.

INDEPENDENTLY ASSESS OIL AND GAS DEVELOPMENT

- Independently audit/verify that oil and gas proposals are in compliance with the purposes and intent of Title 31.

PROTECT ALASKA'S UNDERGROUND SOURCES OF DRINKING WATER

- Provide engineering and geological review of all requests for underground disposal of drilling wastes.

PROTECT CORRELATIVE RIGHTS

- Provide all owners of oil and gas rights the opportunity to recover their fair share of the resource through well spacing provisions, permit review and pooling authority.

ADJUDICATE DISPUTES BETWEEN OWNERS

- Provide a public forum to resolve disputes between owners.

Key Component Issues for FY2001 – 2002

- Evaluate and respond to impacts of expanded statewide exploration and development on the effectiveness of AOGCC oversight.
- Initiate strategic planning for evaluation of conservation issues associated with any large-scale gas offtake proposal for the Prudhoe Bay Field.
- Maintain the integrated reservoir evaluation program.
- Fully implement the Commission's audit capability with additional equipment, software, and personnel.
- Continue to develop electronic data storage and retrieval capability for improved information access, management and e-commerce.
- Sustain an active role to protect Alaska's UIC program in light of changing federal policy.

Major Component Accomplishments for FY2000

- Effectively and timely evaluated and issued approvals for numerous sub-surface oil and gas operations.
- Continued to efficiently oversee the UIC program. Gained a national voice regarding state management of underground injection and ground water protection.
- Fully implemented the requirements of Chapter 34 SLA 99 (SB 134) through the adoption of Regulatory Cost Charge regulations.
- Acquired software and successfully implemented Phase I of document imaging program, which will allow improved information management and access.
- Selected and contracted for an oil and gas relational database (Phase II of information technology project) for management of well data, which will allow improved information management and access.
- Completed initial project in conjunction with the Petroleum Development Laboratory at the School of Mineral Engineering at the University of Alaska, Fairbanks.

Statutory and Regulatory Authority

AS 31.05, 20 AAC 25

Alaska Oil and Gas Conservation Commission

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,594.5	1,873.8	1,995.6
72000 Travel	123.6	149.0	174.0
73000 Contractual	560.4	810.3	968.3
74000 Supplies	71.6	26.0	26.0
75000 Equipment	106.5	50.1	50.1
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,456.6	2,909.2	3,214.0
Funding Sources:			
1002 Federal Receipts	100.0	102.6	102.7
1108 Statutory Designated Program Receipts	0.0	35.9	0.0
1162 Alaska Oil & Gas Conservation Commission Rcpts	2,356.6	2,770.7	3,111.3
Funding Totals	2,456.6	2,909.2	3,214.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	6.8	0.0	0.0	2.1	2.5
Unrestricted Total		6.8	0.0	0.0	2.1	2.5
Restricted Revenues						
Federal Receipts	51010	100.0	102.6	100.0	102.7	120.0
Statutory Designated Program Receipts	51063	0.0	35.9	35.9	0.0	0.0
Oil & Gas Conservation Commission Rcpts	51079	2,608.6	2,770.7	2,770.7	3,111.3	2,900.0
Restricted Total		2,708.6	2,909.2	2,906.6	3,214.0	3,020.0
Total Estimated Revenues		2,715.4	2,909.2	2,906.6	3,216.1	3,022.5

Alaska Oil and Gas Conservation Commission
Proposed Changes in Levels of Service for FY2002

None anticipated

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	102.6	2,806.6	2,909.2
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.0	0.1	10.6	10.7
Proposed budget increases:				
-Training, Travel and Salary Administration	0.0	0.0	106.4	106.4
-Additional Lease Costs	0.0	0.0	50.0	50.0
-Database Development, Implementation and Data Management	0.0	0.0	137.7	137.7
FY2002 Governor	0.0	102.7	3,111.3	3,214.0

Alaska Oil and Gas Conservation Commission

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	23	24	Annual Salaries	1,445,446
Part-time	0	0	COLA	32,503
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	477,274
			<i>Less 3.05% Vacancy Factor</i>	(59,623)
			Lump Sum Premium Pay	100,000
Totals	23	24	Total Personal Services	1,995,600

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk I	1	0	0	0	1
Administrative Clerk II	1	0	0	0	1
Administrative Clerk III	1	0	0	0	1
Administrative Manager II	1	0	0	0	1
Commissioner, Oil and Gas Comm	3	0	0	0	3
Executive Secretary	1	0	0	0	1
Natural Resource Manager I	1	0	0	0	1
Petroleum Engineer	1	0	0	0	1
Petroleum Geologist Asst	1	0	0	0	1
Petroleum Geologist II	1	0	0	0	1
Petroleum Inspector	5	0	0	0	5
Petroleum Research Analyst	1	0	0	0	1
Petroleum Reservoir Engineer	1	0	0	0	1
Senior Petroleum Engineer	1	0	0	0	1
Senior Petroleum Geologist	1	0	0	0	1
Senior Petroleum Reservoir Eng	1	0	0	0	1
Statistical Technician II	2	0	0	0	2
Totals	24	0	0	0	24

Legal and Advocacy Services Budget Request Unit

Contact: Brant McGee OPA/Barbara Brink PD, Director

Tel: (907) 269-3501 **Fax:** (907) 269-5476 **E-mail:** Barbara_Brink@admin.state.ak.us

BRU Mission

Please see Public Defender and Office of Public Advocacy components.

BRU Services Provided

Please see Public Defender and Office of Public Advocacy components.

BRU Goals and Strategies

Please see Public Defender and Office of Public Advocacy components.

Key BRU Issues for FY2001 – 2002

Please see Public Defender and Office of Public Advocacy components.

Major BRU Accomplishments for FY2000

Please see Public Defender and Office of Public Advocacy components.

Legal and Advocacy Services
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures Office of Public Advocacy	8,883.5	50.0	1,024.8	9,958.3	8,964.7	51.2	704.6	9,720.5	9,827.4	51.2	749.5	10,628.1
Public Defender Agency	9,428.0	0.0	616.5	10,044.5	9,578.0	0.0	592.2	10,170.2	11,013.9	0.0	497.8	11,511.7
Totals	18,311.5	50.0	1,641.3	20,002.8	18,542.7	51.2	1,296.8	19,890.7	20,841.3	51.2	1,247.3	22,139.8

Legal and Advocacy Services**Proposed Changes in Levels of Service for FY2002**

Please see Public Defender and Office of Public Advocacy components.

Legal and Advocacy Services**Summary of BRU Budget Changes by Component****From FY2001 Authorized to FY2002 Governor**

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	18,542.7	51.2	1,296.8	19,890.7
Adjustments which will continue current level of service:				
-Office of Public Advocacy	12.7	0.0	-55.1	-42.4
-Public Defender Agency	144.5	0.0	-94.4	50.1
Proposed budget increases:				
-Office of Public Advocacy	850.0	0.0	100.0	950.0
-Public Defender Agency	1,291.4	0.0	0.0	1,291.4
FY2002 Governor	20,841.3	51.2	1,247.3	22,139.8

Component: Office of Public Advocacy

Contact: Brant McGee, Director, Office of Public Advocacy

Tel: (907) 269-3500 **Fax:** (907) 269-3535 **E-mail:** Brant_McGee@admin.state.ak.us

Component Mission

To provide legal representation to and serve as guardians for vulnerable Alaskans.

Component Services Provided

Legal, guardian ad litem, and public guardian representation, upon court orders of appointment, of

- Abused and neglected children involved in protective proceedings;
- Mentally incapacitated adults, most commonly the chronically mentally ill, developmentally disabled, and those who suffer from age-related dementia;
- Individuals accused of crimes where the Alaska Public Defender Agency has a conflict of interest.

Component Goals and Strategies

CONTINUE TO ENSURE EFFECTIVE AND CONSISTENT IMPLEMENTATION OF THE NEW CHILD PROTECTION LAW.

- Provide additional statewide training of guardians ad litem.
- Collaborate with the court, Department of Law, Public Defender Agency.
- Work to assure a shorter timeframe from permanency planning for abused and neglected children to actual adoption where that is the goal.

FIGHT FOR REDUCTION OF THE TIME LIMIT FOR ADJUDICATION IN CHILD ABUSE CASES FROM 120 DAYS TO 30 DAYS.

ENHANCE STAFF GUARDIAN AD LITEM REPRESENTATION OF ABUSED AND NEGLECTED CHILDREN.

- Continue new team approach that includes a lawyer, two staff guardians ad litem, and associated Court Appointed Special Advocates (CASAs)
- Expand "frontload" approach that focuses on gathering information about the child early in the process and accelerate initial court proceedings.
- Continue development of a new model for more effective use of experienced volunteer guardians ad litem (CASAs).

CONTINUE IMPROVEMENTS IN THE QUALITY OF GUARDIAN AD LITEM REPRESENTATION IN JUNEAU AND FAIRBANKS BY EXPANDING THE USE OF VOLUNTEERS.

- Expand the volunteer guardian programs that will allow OPA to devote significantly greater total professional and volunteer time to each case.

ENHANCE SERVICE TO FAMILY AND OTHER INDIVIDUAL GUARDIANS.

- Effectively use new position (funded by Mental Health Trust Authority) to provide guidance and advice to private guardians as well as traveling the state to provide local forums for private guardians who are attempting to serve their friends and loved ones.
- Work collaboratively with the Court, Division of Family and Youth Services, Department of Law, Public Defender Agency.

HELP DEVELOP AND IMPLEMENT A FAMILY DRUG COURT THAT FOCUSES ON SUBSTANCE ABUSING PARENTS OF YOUNG CHILDREN.

Key Component Issues for FY2001 – 2002

- Meeting the needs of Alaska's abused and neglected children will not be possible at the FY2001 funding level. Guardian ad litem caseload increases have reached 17% for each of FY1998 and FY1999. While the level of caseload growths has moderated, OPA has still not received additional guardians ad litem to deal with this increase. The proposed FY2002 increments will only allow the agency to maintain its current level of overwhelming caseloads at 130-150 children per guardian, which allows but one hour per month per child.

Major Component Accomplishments for FY2000

- Continued to play a leadership role in advocating early and effective intervention in child abuse cases.
- Office of Public Advocacy's guardians ad litem effectively met the challenge of dramatically increasing child abuse caseloads with few additional resources
- The agency advocated in numerous forums for developing more effective means to address alcohol abuse - - the primary precipitating cause of child abuse and neglect and crime in Alaska.
- Provided timely, cost effective and quality representation in more than 11,000 cases involving Alaska children and adults.
- Led an effort to establish Family Drug Courts to address substance abuse by parents.

Statutory and Regulatory Authority

AS 44.21.400 et seq.

Key Performance Measures for FY2002

Measure: The number of children provided permanent placement.

(Added by Legislature in FY2001 version.)

Measure: The number of cases successfully completed within the Alaska Court System time standards.

(Added by Legislature in FY2001 version.)

Measure: The number of pleadings for which extensions are requested as compared to the total number filed.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of children provided permanent placement.			X		
• The number of cases successfully completed within the Alaska Court System time standards.			X		
• The number of pleadings for which extensions are requested as compared to the total number filed.			X		

Office of Public Advocacy

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	3,336.1	3,290.6	3,888.5
72000 Travel	172.2	87.2	102.2
73000 Contractual	6,351.6	6,305.5	6,595.2
74000 Supplies	56.9	20.8	25.8
75000 Equipment	41.5	16.4	16.4
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	9,958.3	9,720.5	10,628.1
Funding Sources:			
1002 Federal Receipts	50.0	51.2	51.2
1004 General Fund Receipts	7,476.1	7,656.2	8,531.8
1005 General Fund/Program Receipts	95.1	95.1	95.1
1007 Inter-Agency Receipts	924.8	554.6	554.5
1037 General Fund / Mental Health	1,176.5	1,196.5	1,200.5
1053 Investment Loss Trust Fund	0.0	16.9	0.0
1092 Mental Health Trust Authority Authorized Receipts	0.0	150.0	95.0
1108 Statutory Designated Program Receipts	100.0	0.0	100.0
1119 Tobacco Settlement	135.8	0.0	0.0
Funding Totals	9,958.3	9,720.5	10,628.1

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	197.3	202.0	202.0	204.0	204.0
Unrestricted Total		197.3	202.0	202.0	204.0	204.0
Restricted Revenues						
Federal Receipts	51010	50.0	51.2	50.0	51.2	50.0
Interagency Receipts	51015	924.8	554.6	739.9	554.5	575.6
General Fund Program Receipts	51060	95.1	95.1	95.1	95.1	95.1
Statutory Designated Program Receipts	51063	100.0	0.0	0.0	100.0	0.0
Investment Loss Trust Fund	51393	0.0	16.9	16.9	0.0	0.0
Restricted Total		1,169.9	717.8	901.9	800.8	720.7
Total Estimated Revenues		1,367.2	919.8	1,103.9	1,004.8	924.7

Office of Public Advocacy

Proposed Changes in Levels of Service for FY2002

The FY2002 budget provides additional funding to keep pace with increasing child in need of aid (CINA) caseloads, reduce the public guardian caseloads to levels recommended by the National Guardianship Association, and to provide additional training and assistance to family and private guardians.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	8,964.7	51.2	704.6	9,720.5
Adjustments which will continue current level of service:				
-Family & Private Guardian Program - MHTAAR	0.0	0.0	-55.0	-55.0
-Year 2 Labor Costs - Net Change from FY2001	12.7	0.0	-0.1	12.6
Proposed budget increases:				
-Keep up with Child in Need of Aid Caseload Increase	250.0	0.0	0.0	250.0
-Funding to Cover Projected Caseloads	600.0	0.0	0.0	600.0
-Trust Fund Accounting	0.0	0.0	100.0	100.0
FY2002 Governor	9,827.4	51.2	749.5	10,628.1

Office of Public Advocacy

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	51	55	Annual Salaries	2,997,655
Part-time	4	3	COLA	61,731
Nonpermanent	0	0	Premium Pay	3,617
			Annual Benefits	1,030,124
			<i>Less 5.00% Vacancy Factor</i>	(204,627)
			Lump Sum Premium Pay	0
Totals	55	58	Total Personal Services	3,888,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Tech I	1	0	0	0	1
Accounting Tech II	2	0	0	0	2
Administrative Assistant	1	0	0	0	1
Administrative Clerk I	1	1	0	0	2
Administrative Manager II	1	0	0	0	1
Assoc Attorney II	13	3	0	0	16
Attorney III	3	0	0	0	3
Attorney IV	7	3	1	0	11
Attorney V	2	0	0	0	2
Attorney VI	1	0	0	0	1
Chf Public Guardian	1	0	0	0	1
Investigator III	1	0	0	0	1
Legal Secretary I	3	1	0	0	4
Legal Secretary II	1	0	0	0	1
Public Guardian	6	2	2	0	10
Public Guardian Associate	1	0	0	0	1
Totals	45	10	3	0	58

Component: Public Defender Agency

Contact: Barbara K. Brink, Public Defender

Tel: (907) 334-4414 **Fax:** (907) 269-5476 **E-mail:** barbara_brink@admin.state.ak.us

Component Mission

To provide constitutionally mandated legal representation to indigent clients.

Component Services Provided

Maintain 13 offices from Ketchikan to Barrow which provide legal representation when court ordered, of

- Individuals accused of crimes
- Children accused of delinquent behavior
- Parents, when the state seeks custody of a child
- Mentally ill individuals, when the state seeks involuntary commitments
- Individuals accused of contempt or violating probation/parole orders

Component Goals and Strategies

IMPROVE THE TIMELY PROCESSING OF CHILD PROTECTION CASES

- Effectuate appropriate parental responses to DFYS "Zero Tolerance" policies
- Cope with increased incoming cases, increased workload and mandatory deadlines
- Expedite family reunification and permanency planning for children

BASIC SERVICE TO RURAL CLIENTS

- Provide in-person representation at remote court sites
- Return investigative and volunteer resources to rural offices
- Balance increased judicial and law enforcement resources in Bethel region

ENHANCE STAFF AND ADMINISTRATIVE EFFICIENCIES THROUGH TECHNOLOGY

- Network remaining offices
- Increase available technology including research, brief and motion banks
- Implement case management system statewide for access to accurate data

Key Component Issues for FY2001 – 2002

INCREASING CASELOAD DUE TO INCREASED FUNDING FOR LAW ENFORCEMENT AND CHILD

PROTECTION - The Public Defender was appointed to over 19,200 new cases in FY2000. This continues a previously identified trend that has resulted in an overall caseload increase of 54% over the last ten years, with a less than 6% (factoring inflation) increase in resources during that same time period. This problem is particularly aggravated by actual reductions of funding while other participant funding increases. Balance in the funding decisions concerning the criminal and child protection agencies must be maintained. Consistent and effective communication among the participants and the funding decision makers will allow timely, cost-effective and quality resolution of cases. Failure to keep pace by the PD component for the last several years has resulted in delay, inconvenience, turnover of staff and reversal of cases.

TECHNOLOGY - The Public Defender Agency must continue to increase use of new technology to enable the agency to keep pace with the rest of the criminal justice system. The challenge is to do this within the existing budget despite the ongoing caseload increases. In FY2000 we completed networking all of our larger offices by installing file servers in the two larger offices that did not have networks. We then began installing peer-to-peer networks in our six small offices. We developed a prototype in our Kodiak office and by the end of FY01 hope to have the small networks installed. The FY2001 goal is to complete the network with the remaining offices allowing use of legal resources (brief and motion banks) and email for everyone. Continued progress is expected.

IMPROVE THE QUALITY OF JUSTICE IN ALASKA - The Public Defender Agency continues to play a leadership role in the development of Alaska's child protection policy. Consistent and effective partnerships among affected agencies, decision makers and federal funding sources will continue to improve not only child protection, but also juvenile delinquency, mental health, criminal law and public safety in Alaska.

Major Component Accomplishments for FY2000

- Enhanced staff and administrative efficiencies by networking offices and increasing available technology.
- Provided cost-effective representation in over 19,200 new cases.
- Survived 25% turnover in staff attorneys.

Statutory and Regulatory Authority

U. S. Constitution, Amendment VI
 Alaska Constitution, Article 1, Section 11
 AS 18.85.010 et seq.
 Alaska Criminal Rule 39

Key Performance Measures for FY2002

Measure: The number of defense cases successfully completed within the Alaska Court System time standards.

(Added by Legislature in FY2001 version.)

Measure: The number of pleadings for which extensions are requested as compared to the total number filed.

(Added by Legislature in FY2001 version.)

Measure: The number of requests for continuance of hearings or trials filed by the agency.

(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of defense cases successfully completed within the Alaska Court System time standards.			X		
• The number of pleadings for which extensions are requested as compared to the total number filed.			X		
• The number of requests for continuance of hearings or trials filed by the agency.			X		

Public Defender Agency
Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	8,471.1	8,807.3	9,598.7
72000 Travel	229.5	270.5	504.0
73000 Contractual	1,139.3	978.7	1,191.0
74000 Supplies	100.7	74.2	90.0
75000 Equipment	103.9	39.5	128.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	10,044.5	10,170.2	11,511.7
Funding Sources:			
1004 General Fund Receipts	9,012.4	9,189.4	10,687.4
1005 General Fund/Program Receipts	190.6	190.9	196.2
1007 Inter-Agency Receipts	616.5	493.9	497.8
1037 General Fund / Mental Health	0.0	130.0	130.3
1053 Investment Loss Trust Fund	0.0	67.7	0.0
1108 Statutory Designated Program Receipts	0.0	98.3	0.0
1119 Tobacco Settlement	225.0	0.0	0.0
Funding Totals	10,044.5	10,170.2	11,511.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
Unrestricted Fund	68515	3.1	1.0	3.0	1.0	3.0
Unrestricted Total		3.1	1.0	3.0	1.0	3.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	616.5	493.9	630.6	497.8	630.6
General Fund Program Receipts	51060	190.6	190.9	196.2	196.2	196.2
Statutory Designated Program Receipts	51063	0.0	98.3	98.3	0.0	0.0
Investment Loss Trust Fund	51393	0.0	67.7	67.7	0.0	0.0
Restricted Total		807.1	850.8	992.8	694.0	826.8
Total Estimated Revenues		810.2	851.8	995.8	695.0	829.8

Public Defender Agency**Proposed Changes in Levels of Service for FY2002**

All of the changes are required to maintain basic legal representation and reduce excessive turnover given uncontrollable caseload and workload increases:

FELONY DWI RESOURCES - The Anchorage Mayor's DUI Prevention Task Force concluded that lack of PD funding was a major problem in processing DWI offenders.

MENTAL HEALTH COURT RESOURCES - MHTA new funding of Court and DOC participants has exceeded PD ability to respond.

BETHEL REGION RESOURCES - The Alaska Court System adding a full-time district court judge, Public Safety adding Troopers and VPSO's, and DHSS adding social workers, has increased caseload, particularly family court and serious felony cases by almost 40% since FY95.

PALMER OFFICE RESOURCES - As the fastest population growth area in the State, Palmer's felonies have increased 139% since FY95. Child protection cases have increased by over 1000% since FY97.

RESTORE PREVIOUSLY CUT SERVICES

- Rural in-person representation
- Kodiak investigator
- Volunteer program
- Computerized legal research

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	9,578.0	0.0	592.2	10,170.2
Adjustments which will continue current level of service:				
-Convert Special FY2001 Labor Cost Fund Sources to GF	98.3	0.0	-98.3	0.0
-Year 2 Labor Costs - Net Change from FY2001	47.7	0.0	3.9	51.6
-Chapter 65, SLA 00 Fiscal Note Reduction	-1.5	0.0	0.0	-1.5
Proposed budget increases:				
-Maintain Critical Services	457.4	0.0	0.0	457.4
-Fund Paralegals and Needed Services	834.0	0.0	0.0	834.0
FY2002 Governor	11,013.9	0.0	497.8	11,511.7

Public Defender Agency
Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	120	134	Annual Salaries	7,635,497
Part-time	4	4	COLA	160,537
Nonpermanent	13	13	Premium Pay	0
			Annual Benefits	2,568,786
			<i>Less 7.39% Vacancy Factor</i>	(766,120)
			Lump Sum Premium Pay	0
Totals	137	151	Total Personal Services	9,598,700

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accounting Clerk II	1	0	0	0	1
Administrative Assistant	2	0	0	0	2
Administrative Clerk I	1	0	0	2	3
Administrative Clerk II	1	1	0	0	2
Administrative Clerk III	0	0	0	1	1
Administrative Manager II	1	0	0	0	1
Analyst/Programmer II	0	0	0	1	1
Assoc Attorney I	5	0	1	4	10
Assoc Attorney II	1	0	0	0	1
Attorney II	9	0	1	13	23
Attorney III	6	3	1	8	18
Attorney IV	14	5	2	9	30
Attorney V	3	1	0	0	4
Investigator II	0	0	0	2	2
Investigator III	0	1	0	1	2
Legal Secretary I	6	3	3	18	30
Legal Secretary II	3	1	0	2	6
Paralegal Asst I	4	1	1	4	10
Paralegal Asst II	1	1	0	0	2
Public Defender	1	0	0	0	1
Social Worker I	1	0	0	0	1
Totals	60	17	9	65	151

Alaska Public Offices Commission Budget Request Unit

Contact: Karen Boorman, Executive Director

Tel: (907) 276-4176 **Fax:** (907) 276-7018 **E-mail:** Karen_Boorman@admin.state.ak.us

BRU Mission

See the Alaska Public Offices Commission component.

BRU Services Provided

See the Alaska Public Offices Commission component.

BRU Goals and Strategies

See the Alaska Public Offices Commission component.

Key BRU Issues for FY2001 – 2002

See the Alaska Public Offices Commission component.

Major BRU Accomplishments for FY2000

See the Alaska Public Offices Commission component.

Alaska Public Offices Commission
BRU Financial Summary by Component

All dollars in thousands

	FY2000 Actuals				FY2001 Authorized				FY2002 Governor			
	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds	General Funds	Federal Funds	Other Funds	Total Funds
Formula Expenditures None.												
Non-Formula Expenditures												
AK Public Offices	0.0	0.0	0.0	0.0	70.0	0.0	0.0	70.0	0.0	0.0	0.0	0.0
Comm. Lang												
Alaska Public Offices Comm	725.7	0.0	0.0	725.7	752.3	0.0	0.0	752.3	752.6	0.0	0.0	752.6
Totals	725.7	0.0	0.0	725.7	822.3	0.0	0.0	822.3	752.6	0.0	0.0	752.6

Alaska Public Offices Commission

Proposed Changes in Levels of Service for FY2002

See the Alaska Public Offices Commission component.

Alaska Public Offices Commission

Summary of BRU Budget Changes by Component

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	822.3	0.0	0.0	822.3
Adjustments which will continue current level of service:				
-AK Public Offices Comm. Lang	-70.0	0.0	0.0	-70.0
-Alaska Public Offices Comm	0.3	0.0	0.0	0.3
FY2002 Governor	752.6	0.0	0.0	752.6

Component: Alaska Public Offices Commission Language

Contact: Unknown, Unknown

Tel: () - **Fax:** () - **E-mail:** Unknown

Component Mission

No mission statement.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Alaska Public Offices Commission Language

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	0.0	0.0	0.0
74000 Supplies	0.0	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	70.0	0.0
Expenditure Totals	0.0	70.0	0.0
Funding Sources:			
1004 General Fund Receipts	0.0	70.0	0.0
Funding Totals	0.0	70.0	0.0

Alaska Public Offices Commission Language
Proposed Changes in Levels of Service for FY2002

No service changes.

Summary of Component Budget Changes
From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	70.0	0.0	0.0	70.0
Adjustments which will continue current level of service:				
-Remove Election Year Funding	-70.0	0.0	0.0	-70.0
FY2002 Governor	0.0	0.0	0.0	0.0

Component: Alaska Public Offices Commission

Contact: Karen Boorman, Executive Director

Tel: (907) 276-4176 **Fax:** (907) 276-7018 **E-mail:** Karen_Boorman@admin.state.ak.us

Component Mission

To ensure the accountability to the public of candidates and public officials in accordance with the Alaska Statutes.

Component Services Provided

- Administer laws upholding the public's right to know the financial affairs of lobbyists and their employers, public officials, political groups and candidates for public office at the state and municipal level.
- Process and maintain public access to statutorily required reports, informally interpret the laws to assist persons in complying, compare and examine reports for possible violations of the laws, and enforce the laws through civil penalty assessments and complaint investigation.
- Adopt regulations, issue formal opinions, recommend legislative changes, adjudicate requests to reduce civil penalties for noncompliance with reporting requirements, recommend removal from the ballot for office in accordance with law, and adjudicate complaints through approval of settlements, civil penalty assessments, and through public hearings.

Component Goals and Strategies

PROMOTE FAIRNESS AND OPENNESS IN ELECTIONS AND MINIMIZE THE EFFECT OF UNDISCLOSED INFLUENCES ON PUBLIC DECISION-MAKING.

- Inform the electorate by providing disclosed information.
- Ensure that disclosed information is accurate and complete.
- Facilitate citizen participation in government.
- Investigate and adjudicate complaints of reporting and conduct violations.

Key Component Issues for FY2001 – 2002

The Commission has spent the last several years developing regulations to interpret major changes resulting from campaign finance reform and ethics legislation in 1996 and subsequent years. These regulations are expected to go into effect in 2001 and will apply to campaign activity and public official personal financial disclosure. The Commission will publish, distribute and provide training to interested parties during the course of the year.

A full time administrator and one part time clerk staff the Juneau office of the APOC. The Juneau office staff administers and interprets the lobbying statute and regulations, providing advice to filers and answering questions of the public and press; the office serves as the repository for lobbying activity records. Lobbying activity has grown from \$6 million in 1978 to \$12 million this year. The office also serves as the APOC presence in Juneau and Southeast Alaska, answering questions for filers and the public about campaign disclosure and public official financial disclosure, and providing forms and copies of completed reports. The administrator tracks legislation during the legislative session acting as liaison with the main office in Anchorage, and testifies on behalf of the Commission on issues and legislation affecting the agency.

As a result of this increased workload and competing demands, the Juneau office is often closed during regular business hours, especially during session. Filers and the public are unable to get answers to questions, have reports validated, or review filed reports when the office is closed.

Over the last ten years, APOC has made progress in using technology to more efficiently administer the laws under its jurisdiction. As a disclosure agency, technology is used to provide information to the public in a timely manner. As a result, the agency has many records in paper form and many in electronic form. Managing these records, because of their volume, type of storage, and format, has become a complicated and time consuming task affecting the agency's

ability to provide information to the public. Over the next several years, the agency will have to evaluate and revise its current management system to assimilate all records in order to insure efficient and accurate internal record keeping and timely service to the public.

Major Component Accomplishments for FY2000

- Successfully implemented interactive on-line campaign disclosure database containing 1997, 1998, 1999 and 2000 state, municipal and special election data. Sixty candidates and political action committees used electronic filing software developed by APOC to file campaign reports in the 2000 state election.
- 2000 state election summary information was published on APOC's web page within 5 days of candidate and group report filings. Detailed information on contributions and expenditures for all state candidate and ballot measure group reports received was published on-line before the November election. This is a first for APOC.
- The number of APOC web page visitors in 2000 grew to almost 18,000, nearly double the previous year. All report forms are available for downloading. Changes in statutes, advisory opinions, and Commission agendas are made available on-line immediately. Computers are available for use by the public in the Anchorage and Juneau offices.
- Held training seminars in Anchorage, Juneau, and Fairbanks, Mat Su Borough, Kenai Borough, and Barrow to educate filers about changes in the campaign disclosure statute and filing requirements for the 2000 state and municipal elections.
- Issued three advisory opinions. Resolved eight of twelve pending complaints; six new complaints filed during 2000 election. Resolved twelve substantial non-compliance issues.
- Reviewed thousands of campaign disclosure, personal financial disclosure and lobbying reports.

Statutory and Regulatory Authority

AS 39.50; 2 ACC 50.010-200	Public Official Disclosure Law
AS 24.45; 2 AAC 50.505-545	Regulation of Lobbying Law
AS 15.13; 2 AAC 50.310-405	Campaign Disclosure Law
AS 24.60.200-260; 2 AAC 50.705-890	Legislative Financial Disclosure Law
2 AAC 50.905-920	All four APOC laws
2 AAC 50.450-470	All four APOC laws
Article II, Sec 12	Alaska State Constitution-Lobbying

Key Performance Measures for FY2002

Measure: The average length of time taken for complaint resolution.
(Added by Legislature in FY2001 version.)

Measure: The rate of compliance by candidates and public officials.
(Added by Legislature in FY2001 version.)

Measure: The average length of time taken to disseminate reports.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The average length of time taken for complaint resolution.			X		
• The rate of compliance by candidates and public officials.			X		

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
<ul style="list-style-type: none"> The average length of time taken to disseminate reports. 			X		

Alaska Public Offices Commission

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	628.9	627.0	627.3
72000 Travel	7.5	10.9	10.9
73000 Contractual	80.9	105.7	105.7
74000 Supplies	8.4	8.7	8.7
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	725.7	752.3	752.6
Funding Sources:			
1004 General Fund Receipts	679.1	693.2	698.7
1005 General Fund/Program Receipts	46.6	53.8	53.9
1053 Investment Loss Trust Fund	0.0	5.3	0.0
Funding Totals	725.7	752.3	752.6

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
General Fund Program Receipts	51060	46.6	53.8	46.6	53.9	46.6
Investment Loss Trust Fund	51393	0.0	5.3	5.3	0.0	0.0
Restricted Total		46.6	59.1	51.9	53.9	46.6
Total Estimated Revenues		46.6	59.1	51.9	53.9	46.6

Alaska Public Offices Commission

Proposed Changes in Levels of Service for FY2002

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	752.3	0.0	0.0	752.3
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	0.3	0.0	0.0	0.3
FY2002 Governor	752.6	0.0	0.0	752.6

Alaska Public Offices Commission

Personal Services Information

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	10	10	Annual Salaries	480,545
Part-time	1	1	COLA	11,593
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	175,455
			<i>Less 6.04% Vacancy Factor</i>	(40,293)
			Lump Sum Premium Pay	0
Totals	11	11	Total Personal Services	627,300

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Assistant	1	0	0	0	1
Administrative Clerk II	0	0	1	0	1
Administrative Clerk III	1	0	0	0	1
Asst Dir APOC	1	0	0	0	1
Exec Dir APOC	1	0	0	0	1
Investigator III	1	0	0	0	1
Paralegal Asst II	3	0	0	0	3
Project Coord	0	0	1	0	1
Secretary	1	0	0	0	1
Totals	9	0	2	0	11

BRU/Component: Motor Vehicles

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Mary Marshburn, Director

Tel: (907) 269-5559 **Fax:** (907) 269-6084 **E-mail:** Mary_Marshburn@admin.state.ak.us

Component Mission

To ensure driver qualification and to record vehicle and boat ownership.

Component Services Provided

- To make Alaska highways safe for the motoring public by ensuring that only qualified drivers are licensed to drive on our roadways and by revoking and suspending driver's licenses of drunk drivers, uninsured motorists, and habitual traffic law violators.
- Provide property protection through vehicle titling; collection of motor vehicle revenues for the State; collection and return of personal property taxes to participating municipalities.
- Administer and enforce assigned programs: boat registration, emission inspection, motor voter processes, organ donor, living will, federal heavy vehicle use tax, Child Support Enforcement driver license suspension, and disabled/handicapped parking permits.
- Operate public service offices in all populated areas in the state through venues such as E-commerce, telephony, commission and non-commission agents, and other partnership strategies.

Component Goals and Strategies

PROVIDE EXCEPTIONAL CUSTOMER SERVICE AND PROGRAM DELIVERY

- Build on technological innovations and established public-private partnerships to streamline and improve service delivery
- Encourage the public to conduct a greater volume of simpler transactions via business partners and e-commerce venues such as the Internet and IVR. This allows some redirection of the work force to provide better quality service to those customers with more complex transactions who must come to a DMV office, allowing DMV to offset some increases in workload that are generated by increases in populations and the increased demands for new services and programs.
- Use new innovations in technology to deliver services and explore greater agency interoperability. Through the use of digital imaging technology provide digitized photo driver license and ID cards with expanded and faster information retrieval by law enforcement.
- Convert document processing in rural areas from delayed data entry to a real time transaction process.
- Convert DMV forms, now available on the internet, to an interactive format. Use electronic signatures when technology becomes practical.

Key Component Issues for FY2001 – 2002

- The majority of the Division's costs are for mandatory items. There is very little in the way of discretionary funds available in the component's budget. Federally mandated programs such as the Driver License Agreement, Commercial Driver License program, Driver Privacy Protection Act, National Motor Vehicle Title and Information System, Driver Record Information Verification System and Commercial Vehicle Information System Network have had and will continue to have a monetary impact.
- Electronic tools and partnerships are key to DMV customer service improvements. Additional process automation, including interfaces with other state and federal systems, cannot be done with current level staffing and funding. Partnerships with the private sector necessitate education, training, supply and auditing to ensure

accountability for millions of dollars in public funds collected by these outside sources. Existing resources for this program must be focused toward this effort and additional resources are necessary

- During FY2002 DMV will continue its review of communities exempt from vehicle registration and mandatory insurance. If the number of community exemptions are reduced, DMV's service area must be extended to include those communities which are no longer exempt. If a significant number of exemptions are eliminated, additional resources will be required.

Major Component Accomplishments for FY2000

Public / Private Partnerships:

- Finalist in the 2000 Awards for Innovations in American Government from Harvard University's John F. Kennedy School of Government for the Partnership Programs of the Division of Motor Vehicles.
- Expansion of the Division of Motor Vehicles (DMV) partnership program by 20%. The boat registration program will add 489 recognized boat dealers.
- Contracted for printing and mailing of all registration and driver license renewals.
- Driver Tests - Commercial driving schools, school districts, school bus contractors, tour companies, and trucking companies have been authorized and trained to administer the road test for drivers getting non-commercial and commercial driver licenses in 12 Alaska municipalities. Commercial tests in Anchorage will be done by a private sector company under a contract established in 2000.
- Emission Inspection Station Registration - Emission inspection stations have been involved with registration renewal processing since March of 1995. We continue to expand this effort to more vendors.
- Dealer Titling - The Dealer Titling program allows new car dealers to issue titles, registrations, and license plates to their customers when they take delivery of the new car. Trial sites established in FY99 to allow automobile dealerships to title used vehicles have proven successful, and will be expanded as dealerships establish a pattern of quality through the auditing process.
- Snow Vehicles - Dealers register snow vehicles at the point of sale.
- Hospitals -Additional hospital partnerships to issue disabled placards to patients who qualify prior to leaving the hospital.
- Pilot disability placard check-out program with Pioneer Home allowing DMV to recall invalid permanent placards.
- Wait time reduction in most offices due to the first full-year effect of biennial registration, web and IVR service venues and partnership programs innovations.
- Written customer service survey instituted for all offices.
- Implemented the federally-mandated Driver Privacy Protection Act.

Efficiency Innovations:

- Interactive Voice Response (IVR) / Internet Services - DMV developed an IVR system that allows customers to renew vehicle registrations using a touch tone phone and a credit card. The system has a toll free number and is available 24 hours a day, 7 days a week. In addition, registration renewals and personalized/vanity plates can be ordered via the Internet through the DMV Web Page.
- Improved logistical support delivery to the private partnerships and well as field locations statewide.
- Snow Vehicle registration renewal online was instituted.
- Electronic Funds Transfer was adopted to permit our business partners to electronically deposit funds collected to the state account.
- Made DMV forms available for public use via the Internet.
- Provided unattended operator services (Automated Voice Attendant) in Juneau and Fairbanks.
- Establishing a direct connection for Child Support Enforcement Division to interact with the DMV system to process suspensions for non-payment of child support.
- Establishment of Partnership Auditing to monitor, train and evaluate effectiveness, quality and performance of individual partnerships including security, fiscal responsibilities and public satisfaction.
- Employee Intranet site with information, data resources, business and occupational licensing verification,
- Combined Juneau Driver Licensing and Juneau Field Operations for efficiencies, cross training and public availability.
- Installation of Web Cams in 4 offices to assist with better customer distribution and customer convenience in choosing when to visit DMV.

Statutory and Regulatory Authority

AS 28
AS 18
13 AAC 08
13 AAC 25
13 AAC 70

Key Performance Measures for FY2002

Measure: The number of complaints compared to the number of transactions.
(Added by Legislature in FY2001 version.)

Measure: The average waiting time before a person receives service.
(Added by Legislature in FY2001 version.)

Measure: The number of license revocations of uninsured drivers compared to the total number of vehicles registered.
(Added by Legislature in FY2001 version.)

Measure: The average cost of each transaction.
(Added by Legislature in FY2001 version.)

Measure: The percentage of transactions by private partners.
(Added by Legislature in FY2001 version.)

Status of FY2001 Performance Measures

	<i>Achieved</i>	<i>On track</i>	<i>Too soon to tell</i>	<i>Not likely to achieve</i>	<i>Needs modification</i>
• The number of complaints compared to the number of transactions.			X		
• The average waiting time before a person receives service.			X		
• The number of license revocations of uninsured drivers compared to the total number of vehicles registered.			X		
• The average cost of each transaction.			X		
• The percentage of transactions by private partners.			X		

Motor Vehicles

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	6,590.9	7,240.2	7,311.5
72000 Travel	36.6	75.4	90.4
73000 Contractual	2,313.3	1,860.1	1,887.0
74000 Supplies	100.6	99.1	102.1
75000 Equipment	157.7	131.1	71.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	9,199.1	9,405.9	9,462.0
Funding Sources:			
1004 General Fund Receipts	3,935.1	3,320.5	3,552.4
1005 General Fund/Program Receipts	5,244.7	5,249.7	5,473.0
1007 Inter-Agency Receipts	19.3	35.6	35.5
1053 Investment Loss Trust Fund	0.0	328.9	0.0
1156 Receipt Supported Services	0.0	471.2	401.1
Funding Totals	9,199.1	9,405.9	9,462.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
Unrestricted Fund	68515	28,847.6	29,000.0	29,000.0	29,000.0	30,000.0
Unrestricted Total		28,847.6	29,000.0	29,000.0	29,000.0	30,000.0
Restricted Revenues						
Interagency Receipts	51015	19.3	35.6	35.6	35.5	35.5
General Fund Program Receipts	51060	5,244.7	5,249.7	5,249.7	5,473.0	5,473.0
Receipt Supported Services	51073	0.0	471.2	200.0	401.1	401.1
Investment Loss Trust Fund	51393	0.0	328.9	328.9	0.0	0.0
Restricted Total		5,264.0	6,085.4	5,814.2	5,909.6	5,909.6
Total Estimated Revenues		34,111.6	35,085.4	34,814.2	34,909.6	35,909.6

Motor Vehicles

Proposed Changes in Levels of Service for FY2002

- Public/Private Partners Expansion - DMV will continue to expand the number of business partners doing routine transactions to the extent we have the funding to ensure adequate support and oversight.
- Technology Service Expansion - In 1998 DMV started registration renewal services on the internet and by phone allowing customers access to DMV services 24 hours a day, 7 days a week. This will be expanded to include other services such as driver license renewals and address changes. With these improvements virtually everyone who has a telephone or Internet access will have direct access to a "virtual DMV office" that never closes. Employees who were previously processing these transaction will be redirected to reducing the waiting lines at the offices.
- Web cams will be expanded to Juneau and Soldotna offices.
- DMV will work with DEC to reduce IM record update times and move toward a paperless transaction between the IM customer and DMV.
- A new main office facility will be opened in Anchorage. This office will centralize many DMV functions into one facility. The new office will be located closer to the main population and business centers of the city.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	8,899.1	0.0	506.8	9,405.9
Adjustments which will continue current level of service:				
-Year 2 Labor Costs - Net Change from FY2001	-13.1	0.0	-0.1	-13.2
-Transfer From Administration State Facilities to Cover Leasing Costs	20.9	0.0	0.0	20.9
-Chapter 28, SLA 00 Fiscal Note Reduction	0.0	0.0	-70.1	-70.1
Proposed budget increases:				
-Private Partner Audits	118.5	0.0	0.0	118.5
FY2002 Governor	9,025.4	0.0	436.6	9,462.0

Motor Vehicles**Personal Services Information**

Authorized Positions			Personal Services Costs	
	FY2001 Authorized	FY2002 Governor		
Full-time	150	149	Annual Salaries	5,517,369
Part-time	13	15	COLA	76,590
Nonpermanent	2	2	Premium Pay	0
			Annual Benefits	2,296,626
			<i>Less 7.34% Vacancy Factor</i>	(579,085)
			Lump Sum Premium Pay	0
Totals	165	166	Total Personal Services	7,311,500

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Accountant III	1	0	0	0	1
Accounting Clerk I	2	1	0	0	3
Accounting Clerk II	3	0	0	0	3
Accounting Tech II	1	0	0	0	1
Accounting Tech III	1	0	0	0	1
Administrative Clerk II	1	0	1	0	2
Administrative Clerk III	5	0	10	0	15
Administrative Manager IV	1	0	0	0	1
Analyst/Programmer III	1	0	0	0	1
Analyst/Programmer IV	3	0	0	0	3
Analyst/Programmer V	1	0	0	0	1
Chief, Driver Improvement	1	0	0	0	1
Dep Dir Motor Vehicles	1	0	0	0	1
Division Director	1	0	0	0	1
Driver Imprvmnt Spec	2	0	0	0	2
Driver Services Spvr	1	0	1	0	2
Microfilm Equip Op I	2	0	0	0	2
Motor Vehicle Cust Svc Rep I	38	10	2	10	60
Motor Vehicle Cust Svc Rep II	19	4	3	14	40
Motor Vehicle Cust Svc Rep III	9	2	0	0	11
Motor Vehicle Off Mgr I	3	0	2	2	7
Motor Vehicle Off Mgr II	0	1	0	0	1
Motor Vehicle Off Mgr III	1	0	0	0	1
Motor Vehicle Registrar	1	0	0	0	1
Procurement Spec I	1	0	0	0	1
Project Asst	1	0	0	0	1
Records & Licensing Spvr	1	0	1	0	2
Totals	102	18	20	26	166

BRU/Component: Pioneers' Homes Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: James Kohn, Director

Tel: (907) 465-2159 **Fax:** (907) 465-4108 **E-mail:** James_Kohn@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see Pioneers' Homes component detail for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

Pioneers' Homes Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	1,071.1	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	1,268.1	1,938.5	1,938.5
74000 Supplies	216.9	186.5	186.5
75000 Equipment	133.3	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,689.4	2,125.0	2,125.0
Funding Sources:			
1007 Inter-Agency Receipts	2,689.4	2,125.0	2,125.0
Funding Totals	2,689.4	2,125.0	2,125.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	2,684.4	2,125.0	2,125.0	2,125.0	2,125.0
Restricted Total		2,684.4	2,125.0	2,125.0	2,125.0	2,125.0
Total Estimated Revenues		2,684.4	2,125.0	2,125.0	2,125.0	2,125.0

Pioneers' Homes Facilities Maintenance

Proposed Changes in Levels of Service for FY2002

No service changes.

Summary of Component Budget Changes

From FY2001 Authorized to FY2002 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	2,125.0	2,125.0
FY2002 Governor	0.0	0.0	2,125.0	2,125.0

BRU/Component: General Services Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Chris Parce, Director, Division of General Services

Tel: (907) 465-2250 **Fax:** (907) 465-2198 **E-mail:** Chris_Parce@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see Property Management component detail for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

None.

Key Component Issues for FY2001 – 2002

None.

Major Component Accomplishments for FY2000

None.

Statutory and Regulatory Authority

AS 37.07.020(e)

General Services Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	1,859.3	2,589.7	39.7
74000 Supplies	175.3	0.0	0.0
75000 Equipment	867.7	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	2,902.3	2,589.7	39.7
Funding Sources:			
1007 Inter-Agency Receipts	2,902.3	2,589.7	39.7
Funding Totals	2,902.3	2,589.7	39.7

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
Unrestricted Revenues						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
Restricted Revenues						
Interagency Receipts	51015	2,902.3	2,589.7	39.7	39.7	39.7
Restricted Total		2,902.3	2,589.7	39.7	39.7	39.7
Total Estimated Revenues		2,902.3	2,589.7	39.7	39.7	39.7

General Services Facilities Maintenance**Proposed Changes in Levels of Service for FY2002**

None expected.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	2,589.7	2,589.7
Proposed budget decreases:				
-Adjustment Due To CH 19 SLA 2000 (HB 112 Alaska Public Building Fund)	0.0	0.0	-2,550.0	-2,550.0
FY2002 Governor	0.0	0.0	39.7	39.7

BRU/Component: AOGCC Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Julie Heusser, Commissioner

Tel: (907) 793-1228 **Fax:** (907) 276-7542 **E-mail:** Julie_Heusser@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see Alaska Oil and Gas Conservation Commission component detail for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

AOGCC Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	44.4	34.0	34.0
74000 Supplies	0.2	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	44.6	34.0	34.0
Funding Sources:			
1007 Inter-Agency Receipts	44.6	34.0	34.0
Funding Totals	44.6	34.0	34.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	44.6	34.0	34.0	34.0	0.0
Restricted Total		44.6	34.0	34.0	34.0	0.0
Total Estimated Revenues		44.6	34.0	34.0	34.0	0.0

AOGCC Facilities Maintenance**Proposed Changes in Levels of Service for FY2002**

No service changes.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	34.0	34.0
FY2002 Governor	0.0	0.0	34.0	34.0

BRU/Component: ITG Facilities Maintenance

(There is only one component in this BRU. To reduce duplicate information, we did not print a separate BRU section.)

Contact: Lawrence M. Walsh, Chief Technology Officer

Tel: (907) 465-2220 **Fax:** (907) 465-3450 **E-mail:** Larry_Walsh@admin.state.ak.us

Component Mission

This budget component is established to meet the requirements of AS 37.07.020(e). Please see the Information Technology Group component for program information.

Component Services Provided

No services provided.

Component Goals and Strategies

No goals and strategies.

Key Component Issues for FY2001 – 2002

No key issues.

Major Component Accomplishments for FY2000

No major accomplishments.

Statutory and Regulatory Authority

No statutes and regulations.

ITG Facilities Maintenance

Component Financial Summary

All dollars in thousands

	FY2000 Actuals	FY2001 Authorized	FY2002 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	0.0	0.0	0.0
72000 Travel	0.0	0.0	0.0
73000 Contractual	61.6	23.0	23.0
74000 Supplies	0.4	0.0	0.0
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	62.0	23.0	23.0
Funding Sources:			
1007 Inter-Agency Receipts	62.0	23.0	23.0
Funding Totals	62.0	23.0	23.0

Estimated Revenue Collections

Description	Master Revenue Account	FY2000 Actuals	FY2001 Authorized	FY2001 Cash Estimate	FY2002 Governor	FY2003 Forecast
<u>Unrestricted Revenues</u>						
None.		0.0	0.0	0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0	0.0	0.0
<u>Restricted Revenues</u>						
Interagency Receipts	51015	62.0	23.0	265.0	23.0	265.0
Restricted Total		62.0	23.0	265.0	23.0	265.0
Total Estimated Revenues		62.0	23.0	265.0	23.0	265.0

ITG Facilities Maintenance**Proposed Changes in Levels of Service for FY2002**

No service changes.

Summary of Component Budget Changes**From FY2001 Authorized to FY2002 Governor***All dollars in thousands*

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2001 Authorized	0.0	0.0	23.0	23.0
FY2002 Governor	0.0	0.0	23.0	23.0